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SUBJECT: DONATED EQUIPMENT

ADOPTED DATE: APRIL 4, 1994

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Because Cass County government maintains a fixed assets system, it is necessary to report any equipment that is donated or obtained at no cost to any department or is maintained by a county department. Inventory tags can then be appropriately assigned.

Before taking possession of the equipment, however, the department head shall send a letter to the Board of Commissioners detailing the asset/assets received, including brand name, size, model, etc. The salvage or replacement value shall be estimated along with the expected useful life of the equipment.

In addition, the source, vendor or grantor of the equipment shall be identified for the Board.

Upon receipt of this notice, the Board will take action to approve or reject such equipment.

HISTORICAL REFERENCE DATE: APRIL 4, 1994