
SUBJECT: FIXED ASSETS

ADOPTED DATE: MAY 4, 1992

PAGE 1 OF 2

DELETE, TRANSFER, CHANGE

When previously tagged assets are disposed, transferred, or changed, the system will need to be updated. As these events occur, the department will complete an inventory form (Appendix B) and submit it to the Auditor's Office.

DETERMINING TRANSACTION TYPE:

DISPOSAL: If an asset is determined useless, obsolete, etc., and the department head determines that the asset will not be useful to another department or used in the near future, the asset may be disposed in a manner determined appropriate by the department head. Computer software to be disposed of should be transferred to Information Technology.

TRANSFER: If the department head determines the asset may be useful to another department, then the other departments will be notified. The transferring department will send a written memo to department heads, describing the asset and listing its location. Transfer requests will be honored on a first come basis.

SALE: If there was no response to the transfer notice outlined above, the item may be sold to the public. Assets purchased with federal grant funds may have to be returned or offered for return to the grantor agency.

Assets will be accumulated in a central storage area, until the time of the sale. Depending on the volume, sales will generally occur one time a year. When selling assets, the process should be open and fair to provide all citizens with the opportunity to purchase the asset. Public notice of the sale will be communicated in an advertisement in the official county newspaper.

According to North Dakota Century Code 11-27-01, "When the property to be disposed of is estimated by the board to be of a value of less than one thousand dollars, it may be sold at private sale upon the proper resolution of the board. In all other cases, the property may be sold only at public sale ..."

If the asset is a specialized item with an estimated value of less than one thousand dollars, and the department head determines the general public would not be interested in purchasing that item, then the department head may solicit a private buyer.

If the specialized item has an estimated value of over one thousand dollars, then the department head shall solicit bids by an advertisement in the official newspaper of the county.