	MARICOPA COUNTY PROCUREMENT CODE	OFFICE OF PROCUREMENT SERVICES	
		Article 8	Date 10-01-2004
SUBJECT		MATERIALS MANAGEMENT	

MC1-801 COUNTY PROPERTY PROCEDURES

The Board of Supervisors shall approve procedures governing:


- A. The management of Materials during their entire Life Cycle.
- B. The acquisition and distribution of federal surplus Materials.
- C. The sale, lease, trade-in, or disposal of Surplus Materials.
- D. The transfer of Excess Materials, Surplus Materials and Fixed Assets.
- E. The trade-in of Excess Materials, Surplus Materials and Fixed Assets.

MC1-802 MANAGEMENT OF MATERIALS

- A. The Procurement Officer shall ascertain or verify that Materials and Services procured by such Officer conform to Specifications as set forth in the Solicitation. The Procurement Officer may establish inspection and testing facilities, employ inspection personnel, enter into arrangements for the joint or cooperative use of laboratories and inspection and testing facilities, and Contract with others for inspection or testing work as needed. The Procurement Officer may delegate authority for inspection and testing.
- B. The Director shall have general responsibility for establishing and maintaining a commodity code numbering system which can be used for all inventories of expendable supplies, whether stored or in use belonging to Maricopa County Agencies. This responsibility shall not relieve any agency of accountability for supplies under its control.
- C. Each Using Agency shall exercise general supervision of any receiving, storage, and distribution facilities they maintain. All warehouses and storage areas shall be inventoried at least annually.
- D. Each Maricopa County Using Agency shall conduct inventories at the end of the fiscal year in accordance with the procedures set forth in the Maricopa County Property Manual.

MC1-803 DISPOSITION

- A. The Board of Supervisors acts in all matters pertaining to the disposition of Surplus Materials.
- B. Using Agencies shall follow procedures and forms prescribed in the Maricopa County


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Property Manual to transfer Surplus Materials.

- C. Transfer of Excess or Surplus Materials to Surplus Property or between other Maricopa County Using Agencies is the responsibility of the Using Agency.
- D. Disposition of Surplus Materials:
 - 1. Surplus Materials shall be disposed of as provided by law. Only certified funds or cash shall be accepted for sales of Surplus Materials.
 - 2. Auctions shall be advertised in accordance with statutory provisions. When making sales by auction, the Solicitation shall specify all the terms and conditions of any sale.
 - 3. Before Surplus Materials are disposed of by trade-in to a vendor for credit on an acquisition, the Board of Supervisors shall approve such disposal.
- E. Without a public auction, by unanimous approval of the Board of Supervisors, Surplus Material may be sold or leased to any other duly constituted governmental entity including the State, cities, towns, other counties; or County property may be sold or leased, for a specific use, to any solely charitable, social or benevolent nonprofit organization incorporated in or operating in this State (A.R.S. § 11-251.9 and 11-251.55).
- F. Maricopa County may sell, through retail sales, property which the Board of Supervisors deems no longer useful and designates as surplus. Property will be sold at no less than fair market value if the property has a fair market value documented at no more than \$1,000. Property assessed to be at a fair market value in excess of \$1,000 but less than \$15,000 will be sold by private Bid which prior to completion of sale must be advertised in a notice of sale. Notice of sale shall be published in a newspaper of general circulation in the County and for thirty (30) days after such notice Bids may be submitted that exceed the sale price by at least five percent. The county shall select the highest Bid received at the end of the thirty (30) day period.

MC1-804 FIXED ASSET INVENTORY RECORDS

Using Agencies shall submit to the Finance Department verification by a physical count of Fixed Assets as provided from the Finance Department at the end of the fiscal year and at the change of Department or Agency Head.

	MARICOPA COUNTY PROCUREMENT CODE	OFFICE OF PROCUREMENT SERVICES	
		Article 8	Date 10-01-2004
	SUBJECT MATERIALS MANAGEMENT		

MC1-805 LOST, STOLEN OR DESTROYED MATERIALS

The loss, theft or destruction of materials shall be immediately reported to the appropriate law enforcement agency and/or Risk Management office.

MC1-806 FEDERAL AND STATE SURPLUS MATERIALS PROGRAM

A Using Agency may acquire Federal Surplus Property or State Surplus Property Materials as may be usable and necessary for public purposes by a Using Agency.

MC1-807 AUTHORITY FOR TRANSFER OF MATERIALS

Notwithstanding any provision of law to the contrary, the Board of Supervisors may confer on any officer or employee thereof continuing authority to secure the transfer to it of Federal and State surplus materials and to obligate its monies to the extent necessary to comply with the laws and conditions of such transfers.