
	<b>PINAL COUNTY PROCUREMENT CODE</b>	
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PC1-801      MANAGEMENT OF MATERIALS

- A. The Procurement Officer shall ascertain or verify that materials and services procured 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. Each using department shall exercise general supervision of any receiving, storage, and distribution facilities they maintain. All warehouses and storage areas shall be inventoried at least annually.

PC1-802      DISPOSITION

- A. The Board of Supervisors acts in all matters pertaining to the disposition of surplus materials.
- B. The authority to act on behalf of the Board of Supervisors in surplus property disposition matters is delegated to the County Manager or Director of Finance and is limited to disposition matters less than \$100,000 and with the exception of all matters related to the disposition of County owned land and buildings.
- C. Transfer of excess or surplus materials to surplus property or between other Pinal County using departments is the responsibility of the using department.
- 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 Director 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. Pinal County may sell property which the Board of Supervisors or designee deems no longer useful and designates as surplus. Items deemed to have minimal value by the Director may be disposed of without sale when the costs of the sale will outweigh the benefits received.

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PC1-803      FIXED ASSET INVENTORY RECORDS

Using departments 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 head.

PC1-804      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.

PC1-805      FEDERAL AND STATE SURPLUS MATERIALS PROGRAM

A using department may acquire federal surplus property or state surplus property materials as may be usable and necessary for public purposes by a using department upon approval by the Director.

PC1-806      AUTHORITY FOR TRANSFER OF MATERIALS

Notwithstanding any provision of law to the contrary, the Board of Supervisors or designee may confer on any officer or employee thereof continuing authority to secure the transfer of federal and state surplus materials and to obligate the County's monies to the extent necessary to comply with the laws and conditions of such transfers.

PC1-807      ALLOCATION OF PROCEEDS FROM SALES, TRANSFERS OR DISPOSAL OF SURPLUS MATERIALS

Proceeds from the disposition of assets shall be placed in a general "capital replacement fund" with the exception of RICO, GIITEM, and Grant property dispositions.