

COUNTY PERSONAL PROPERTY

Sec. 80-1 Identification of County Personal Property.

(a) The *County Treasurer* will maintain an asset inventory which shall contain the location, a description and identification label number or serial number of each item having a value in excess of one *thousand* dollars purchased with the funds of the County. Each elected official and each appointed supervising officer of the County shall at least annually verify that the Property Book accurately lists the items of county personal property in his or her charge.

(b) Property identification labels, available from the *County Treasurer*, will be applied to all items that do not have a serial identification number. Property that is rented or leased will not be labeled; however, it will be listed in the property book and annotated "rental" or "leased".

Sec. 80-2 Disposal of County Personal Property.

(a) Excess and replaced personal property of the County having a value in excess of \$100.00 shall to be sold at public auction to be conducted at least annually by the Sheriff. The Sheriff will keep a record of the sale of each item. After expenses associated with the public sale are paid, the remaining money will revert to the General Fund. The County Board may authorize the conveyance of any item of personal property of the County to another unit of local government at or below market value, or for no cost, if the Board finds the public interest to be served thereby.

(b) Excess and replaced personal property of the County having a value not in excess of \$100.00 may be discarded, destroyed, delivered to another governmental entity for no cost or placed for sale in the county auction, as the responsible official sees fit.

Sec. 80-3 Capitalization Policy

(a) *The capitalization policy passed by the County Board in October, 2006, establishing a policy for capital assets and depreciations is hereby incorporated by reference.*