



Policy: Disposal of Surplus Property and Equipment

ChildNet Number: CN 002.013
Original Approved Date: June 2, 2003
Policy Revised Date(s): May 20, 2010, May 14, 2014
Policy Sunset Date:
COA Standard(s): FIN 2, 7.04

Statement of Policy:

ChildNet maximizes the use of property and equipment acquired regardless of funding source. When the useful life of a property is exhausted it is disposed of; however there are instances where the property is no longer of use to ChildNet and its useful life is not exhausted in which it is considered to be 'surplus inventory.' Property retaining value is offered to other entities for their use unless restrictions prevail.

Board Chair's Signature:

Date:

5/27/14



Procedure: Disposal of Surplus Property and Equipment

ChildNet Number: CN 002.013

Original Approved Date: June 2, 2003

Procedure Revised Date(s): May 20, 2010, May 14, 2014, April 8, 2026

Procedure Sunset Date:

COA Standard(s): FIN 2, 7.04

Definitions:

Surplus Property - property and equipment considered obsolete or the continued use of which is not economical or efficient, or which serves no useful function for any activity or is in excess of need.

Statement of Procedure

For surplus property and equipment donated to or purchased by ChildNet using the Department of Children and Families (DCF) funds:

- A. ChildNet provides annual inventory to the DCF contract manager that includes those items that have been added during fiscal year and those items that need to be decommissioned.
 1. DCF acknowledges in writing the receipt of such property and equipment.
 2. If DCF agrees to dispose of the property and equipment requested to be decommissioned, this is stated in writing by DCF and ChildNet disposes at its discretion.
 3. If DCF intends to retain the property and equipment, a complete list with a description of the property and equipment is prepared and delivered by ChildNet to the location in Broward County and Palm Beach County designated by the DCF.
- B. Unwanted property and equipment with a remaining useful life and value is donated to a ChildNet client or a recognized non-profit and/or charitable organization. If the property and equipment is destroyed or damaged, ChildNet uses a third-party vendor to pick up and certify all equipment will be properly discarded. Regardless of where the property and equipment are taken, this is accounted for in the property and equipment inventory and recorded in accordance with Generally Accepted Accounting Principles.

President's Signature: _____

Date: _____

04-16-26