

TOWN OF REDDING, CT
Administrative Policies and Procedures

POLICY

Asset Disposal

PURPOSE

To establish proper authorization and internal control for disposal of any town assets

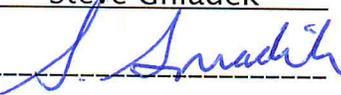
PROCEDURE

The following steps are required:

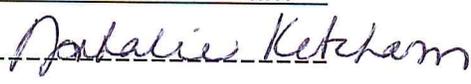
- A *Request for Asset Disposal* Form is to be completed and forwarded to the Controller's Office for review and approval. If the Net Asset value exceeds \$ 15,000, approval by the First Selectman is also required. If applicable, any supporting documentation from the Purchaser is to be attached
- Upon approval, the requestor may proceed with the disposal as described on the form
- The requestor is to notify the Controller's Office when the transaction has been completed
- The requestor is to bring any cash proceeds from the disposal, along with any supporting documentation, to the Controller's Office

Effective Date July 1, 2011

Approved by: Controller Steve Gniadek

Signature 

First Selectman Natalie Ketcham

Signature 

**Town of Redding
Request for Asset Disposal**

Asset Description _____

Model/Serial/VIN # _____

Location/Department _____

Individual Requesting Disposal _____

Signature _____

Disposal Method (circle one)

- Sale
- Scrap
- Trade-In
- Donation

Reason for Disposal _____

Purchasing/Disposal Agent **Company Name** _____

Address _____

City, State _____

Amount of Proceeds \$ _____

Asset Tag Number
(per Controller's Office) _____

Net Asset Value
(per Controller's Office) _____

Controller's Office Authorization _____

Date _____