

	PINAL COUNTY PROCUREMENT CODE	1
	ARTICLE 8 - MATERIALS MANAGEMENT	

PC1-801 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. 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.

PC1-802 DISPOSITION

- A. The Board of Supervisors acts in all matters pertaining to the disposition of surplus materials.
- B. Transfer of excess or surplus materials to surplus property or between other Pinal County using agencies is the responsibility of the using agency.
- C. 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.
- D. Before surplus materials are disposed of by trade-in to a vendor for credit on an acquisition, the Chief Financial Officer 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 entities, including but not limited to the state, cities, towns, other counties or other subdivisions of the state; 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.
- F. Pinal County may sell, through retail sales, property which the Board of Supervisors deems no longer useful and designates as surplus. Items deemed to have minimal

value by the director may be disposed of without sale as the costs of the sale will outweigh the benefits received

PC1-803 FIXED ASSET INVENTORY RECORDS

Using agencies shall submit to the Finance Department verification by a physical count of fixed assets on the forms provided by the Finance Department at the end of the fiscal year. In addition, anytime there is a change of department or agency head a physical count of fixed assets should be taken.

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 agency may acquire federal surplus property or state surplus property materials as may be usable and necessary for public purposes by a using agency.

PC1-806 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 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.