

**STOCKBRIDGE-MUNSEE COMMUNITY
Property Management Policy**

Subject: **Disposition of Property**
Issued to: All Manual Holders

Policy No. PM-01-02.00
Number of Pages: 1
Date of Revision: 10-4-16
Supersedes:

Disposition

Property custodians request disposition of SMC property in cases of surplus/excess, damage, missing or new/assigned with Disposition/Addition of Property Request Form (PM-Form 1).

Disposition of property must be presented by PM and approved by the Tribal Council. This includes using Tribal Property as a trade-in on a new purchase. PM staff will carry out final disposition of property upon approval from the Tribal Council. Disposal will be accomplished in the safest and most economical manner possible.

PM maintains a record of all disposed property.

Sale of Property

Property belonging to SMC will be sold in the manner that PM has determined suitable for that property with the approval of Tribal Council. If an item has been determined to be unusable in any other area by PM an official request will be submitted by PM to the Tribal Council. All revenue received from the auction or sealed bid process will be forwarded to the SMC-Finance Department and recorded as miscellaneous revenue.

Disposition of Capital Assets

When original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment will be made as follows:

- Items or equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.
- Items or equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment if required by the grant award/contract.
- In a case where a grantee or subgrantee fails to take appropriate disposition actions, the awarding agency may direct the grantee or subgrantee to take excess and disposition actions.