



	<b>FINANCE Department Property Management Function</b>	<b>Document #</b>	PM-02-02.00
		<b>Implementation Date</b>	12/07/2016
		<b>Last Reviewed/Update Date</b>	12/07/2016
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<b>SOP Owner</b>	Property Management		Surplus/Excess Items

## Standard Operating Procedure

### ***1. Purpose***

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The Property Management Department has the responsibility to provide guidelines to be followed when removing surplus/excess items from an inventory on behalf of the Stockbridge-Munsee Community.

### ***2. Scope***

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This procedure applies to all tagged Capital Assets, Sensitive Property and Non-Sensitive Property purchased by programs, departments and enterprises owned, operated, or otherwise managed by the Stockbridge-Munsee Community that have been deemed Surplus or Excess.

### ***3. Prerequisites***

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PM Form 1.

### ***4. Responsibilities***

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The Property Custodian of the department is responsible for contacting PM Staff for proper paperwork to remove such items from that departments inventory as well as proper pick-up of items.

### ***5. Procedure***

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1. Once an item is deemed surplus or excess by a department and PM Form 1 has been filled out by the Property Custodian the item is picked up and removed from that departments inventory and the item is no longer that departments responsibility.
2. PM Staff will either pick up or set up the pick of said item.
3. PM Staff will send an email to all other programs, departments and enterprises Property Custodians to see if there is a need for the surplus/excess item in their department.
4. Each program, department or enterprise Property Custodian that has a need for the item will request the item they are interested in by filling out PM Form 2 – Request for Surplus/Excess Item, and the CFO will determine who gets the surplus/excess item.
5. If the item is not requested by any program, department or enterprise Property Custodian the item will be disposed of properly.

### ***6. References***

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Finance Policies and Procedures 6.0, 6.3

Documents: SOP short-form



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<b>SOP Owner</b>	Property Management		Surplus/Excess Items

## ***7. Definitions***

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Surplus/Excess item describes a lack of use or benefit a piece of equipment can give to a department or an inability to satisfy its initial purpose or an item that a program, department or enterprise no longer has use for.

Property Custodian refers to the person in each department that is responsible for all items on that departments inventory.