


City of Arts & Innovation


Number: 07.013.00

City of Riverside Administrative Manual

Effective Date: 12/2013
Review Date: 07/2015
Prepared By: Finance/IT

Approved:



Department


City Manager

SUBJECT:

Donation of Surplus or Obsolete Technology Equipment

PURPOSE:

To provide a method for the donation of surplus or obsolete technology equipment, including but not limited to, computers, computer equipment, storage devices, cellular phones, tablets, cabling, cords, and chargers.

POLICY:

City Council Resolution No. 22576 authorizes the City's Purchasing Manager to dispose of City surplus and police unclaimed property, which are not used or needed by any City Department or which have become unsuitable for City use. The Purchasing Manager may dispose of such surplus and police unclaimed property through various methods, including in accordance with State Law, the City's Municipal Code, and the City's Administrative Manual policies and procedures.

Technology equipment that is designated by City Departments and the Innovation and Technology Department, as being surplus or obsolete to City needs, can be donated by the City Manager or designee, in "as-is-condition," to local non-profit organizations and local public schools located in the City of Riverside. City Departments are prohibited from cannibalizing technology equipment for parts without the prior express written consent of the Chief Innovation Officer or designee.

Upon completion of the Donation Items Listing (Exhibit A) by applicable City Departments, the list will be reviewed by the Chief Innovation Officer or designee and submitted to the Purchasing Manager and City Manager for approval. Each item on the listing will have an accompanying Asset Activity Report Form (Exhibit B), if applicable (e.g. items that have been capitalized by the Finance Department).

Responsibility	Action
Department	<ol style="list-style-type: none">1. Determines that they have surplus or obsolete technology equipment.2. Initiates Donation Items Listing, which indicates asset description, applicable identification (e.g. MAC ID or Vin), and estimated value. Any applicable Asset Activity Report Forms are filled out and attached to Donation Item Listing.3. For non-profits, receives a copy of the applicable 501(c)(3) paperwork for documentation purposes.4. Obtains the proper departmental approvals and forwards Donation Items Listing and applicable Asset Activity Report Forms to the Innovation and Technology Department.
Innovation and Technology Department	<ol style="list-style-type: none">5. Reviews Donation Items Listing and applicable Asset Activity Report Forms for approval and arranges time to inspect surplus equipment.6. Makes determination if any technology equipment can be used by other City Departments. If technology equipment can be used by other City Departments, recommends where items can be best used.7. Determines estimated value and if equipment that has or will be cannibalized for parts, or is not in working condition, shall be scrapped or disposed of by the Purchasing Manager. When necessary, takes any action to "scrub" or destroy all hard drives.8. Forwards Donation Items Listing and applicable Asset Activity Report Forms with approvals and recommended actions to the Purchasing Manager.
Purchasing Manager	<ol style="list-style-type: none">9. Reviews documents and submits Donation Items Listing and applicable Asset Activity Report Forms to City Manager's or designee.
City Manager or designee	<ol style="list-style-type: none">10. Reviews Donations Items Listing and applicable Asset Activity Report Forms. If approved, submits Asset Activity Report Forms back to the Innovation and Technology Department. If no approval is granted, further direction will be provided to originating Department and the Innovation and Technology Department.
Innovation and Technology Department	<ol style="list-style-type: none">11. Works with origination department to arrange the pick-up and delivery of equipment for non-profit or school district and sends

Responsibility	Action
Accounting Division	donation Items Listing and applicable Asset Activity Report Forms to the Accounting Division. 12. Scans and emails copies of the fully executed Donation Items Listing to the originating department. 13. Processes Asset Activity Report Forms as necessary (e.g. removes donated equipment from the active Fixed Asset Inventory Account, transfers asset to another department, etc.)

Attachments:

1. Donation Items Listing
2. Asset Activity Report Form No. 1232-01R6

Distribution: Regular

DONATION ITEMS LISTING

EXHIBIT A

DEPARTMENT: _____

DATE: _____

DIVISION: _____

1	EQUIPMENT DESCRIPTION:			APPLICABLE IDENTIFICATION:		
	<i>Model</i>	<i>Make</i>		<i>MAC</i>	<i>Vin</i>	<i>Other</i>
	REASON FOR SURPLUS:					<i>Asset Activity Report No.</i>
						<i>132-01R6 (Yes/No)</i>
	DEPARTMENT RECOMMENDATION:			INNOVATION AND TECHNOLOGY APPROVAL:		
	<i>Donated</i>	<i>Trans. To Diff. Dept.</i>	<i>Scrapped/Disposal</i>	<i>Concurs with Recommendation (Yes/No):</i>		
<i>Name of Agency/Department (If applicable):</i>			<i>Approvers Initials:</i>		<i>Estimated Value:</i>	

2	EQUIPMENT DESCRIPTION:			APPLICABLE IDENTIFICATION:		
	<i>Model</i>	<i>Make</i>		<i>MAC</i>	<i>Vin</i>	<i>Other</i>
	REASON FOR SURPLUS:					<i>Asset Activity Report No.</i>
						<i>132-01R6 (Yes/No)</i>
	DEPARTMENT RECOMMENDATION:			INNOVATION AND TECHNOLOGY APPROVAL:		
	<i>Donated</i>	<i>Trans. To Diff. Dept.</i>	<i>Scrapped/Disposal</i>	<i>Concurs with Recommendation (Yes/No):</i>		
<i>Name of Agency/Department (If applicable):</i>			<i>Approvers Initials:</i>		<i>Estimated Value:</i>	

DONATION ITEMS LISTING

EXHIBIT A

3	EQUIPMENT DESCRIPTION:		APPLICABLE IDENTIFICATION:		
	<i>Model</i>	<i>Make</i>	<i>MAC</i>	<i>Vin</i>	<i>Other</i>
	REASON FOR SURPLUS:				Asset Activity Report No. 132-01R6 (Yes/No)
	DEPARTMENT RECOMMENDATION:			INNOVATION AND TECHNOLOGY APPROVAL:	
	<i>Donated</i>	<i>Trans. To Diff. Dept.</i>	<i>Scrapped/Disposal</i>	Concurs with Recommendation (Yes/No):	
Name of Agency/Department (If applicable):			Approvers Initials:	Estimated Value:	

4	EQUIPMENT DESCRIPTION:		APPLICABLE IDENTIFICATION:		
	<i>Model</i>	<i>Make</i>	<i>MAC</i>	<i>Vin</i>	<i>Other</i>
	REASON FOR SURPLUS:				Asset Activity Report No. 132-01R6 (Yes/No)
	DEPARTMENT RECOMMENDATION:			INNOVATION AND TECHNOLOGY APPROVAL:	
	<i>Donated</i>	<i>Trans. To Diff. Dept.</i>	<i>Scrapped/Disposal</i>	Concurs with Recommendation (Yes/No):	
Name of Agency/Department (If applicable):			Approvers Initials:	Estimated Value:	

CONCURRENCE WITH RECOMMENDATIONS	
Purchasing Manager or Designee: _____ Date: _____	City Manager of Designee: _____ Date: _____

Donation Items Listing
Supplemental Pages

Exhibit A (con't)

5	EQUIPMENT DESCRIPTION:			APPLICABLE IDENTIFICATION:		
	<i>Model</i>	<i>Make</i>		<i>MAC</i>	<i>Vin</i>	<i>Other</i>
	REASON FOR SURPLUS:					<i>Asset Activity Report No.</i> <i>132-01R6 (Yes/No)</i>
	DEPARTMENT RECOMMENDATION:					INNOVATION AND TECHNOLOGY APPROVAL:
	<i>Donated</i>	<i>Trans. To Diff. Dept.</i>	<i>Scrapped/Disposal</i>	<i>Concurs with Recommendation (Yes/No):</i>		
<i>Name of Agency/Department (If applicable):</i>				<i>Approvers Initials:</i>	<i>Estimated Value:</i>	

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	<i>Model</i>	<i>Make</i>		<i>MAC</i>	<i>Vin</i>	<i>Other</i>
	REASON FOR SURPLUS:					<i>Asset Activity Report No.</i> <i>132-01R6 (Yes/No)</i>
	DEPARTMENT RECOMMENDATION:					INNOVATION AND TECHNOLOGY APPROVAL:
	<i>Donated</i>	<i>Trans. To Diff. Dept.</i>	<i>Scrapped/Disposal</i>	<i>Concurs with Recommendation (Yes/No):</i>		
<i>Name of Agency/Department (If applicable):</i>				<i>Approvers Initials:</i>	<i>Estimated Value:</i>	

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	<i>Model</i>	<i>Make</i>		<i>MAC</i>	<i>Vin</i>	<i>Other</i>
	REASON FOR SURPLUS:					<i>Asset Activity Report No.</i> <i>132-01R6 (Yes/No)</i>
	DEPARTMENT RECOMMENDATION:					INNOVATION AND TECHNOLOGY APPROVAL:
	<i>Donated</i>	<i>Trans. To Diff. Dept.</i>	<i>Scrapped/Disposal</i>	<i>Concurs with Recommendation (Yes/No):</i>		
<i>Name of Agency/Department (If applicable):</i>				<i>Approvers Initials:</i>	<i>Estimated Value:</i>	

Donation Items Listing
Supplemental Pages

Exhibit A (con't)

8	EQUIPMENT DESCRIPTION:			APPLICABLE IDENTIFICATION:		
	<i>Model</i>	<i>Make</i>		<i>MAC</i>	<i>Vin</i>	<i>Other</i>
	REASON FOR SURPLUS:					<i>Asset Activity Report No.</i> <i>132-01R6 (Yes/No)</i>
	DEPARTMENT RECOMMENDATION:					INNOVATION AND TECHNOLOGY APPROVAL:
	<i>Donated</i>	<i>Trans. To Diff. Dept.</i>	<i>Scrapped/Disposal</i>	<i>Concurs with Recommendation (Yes/No):</i>		
<i>Name of Agency/Department (If applicable):</i>				<i>Approvers Initials:</i>	<i>Estimated Value:</i>	

9	EQUIPMENT DESCRIPTION:			APPLICABLE IDENTIFICATION:		
	<i>Model</i>	<i>Make</i>		<i>MAC</i>	<i>Vin</i>	<i>Other</i>
	REASON FOR SURPLUS:					<i>Asset Activity Report No.</i> <i>132-01R6 (Yes/No)</i>
	DEPARTMENT RECOMMENDATION:					INNOVATION AND TECHNOLOGY APPROVAL:
	<i>Donated</i>	<i>Trans. To Diff. Dept.</i>	<i>Scrapped/Disposal</i>	<i>Concurs with Recommendation (Yes/No):</i>		
<i>Name of Agency/Department (If applicable):</i>				<i>Approvers Initials:</i>	<i>Estimated Value:</i>	

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	<i>Model</i>	<i>Make</i>		<i>MAC</i>	<i>Vin</i>	<i>Other</i>
	REASON FOR SURPLUS:					<i>Asset Activity Report No.</i> <i>132-01R6 (Yes/No)</i>
	DEPARTMENT RECOMMENDATION:					INNOVATION AND TECHNOLOGY APPROVAL:
	<i>Donated</i>	<i>Trans. To Diff. Dept.</i>	<i>Scrapped/Disposal</i>	<i>Concurs with Recommendation (Yes/No):</i>		
<i>Name of Agency/Department (If applicable):</i>				<i>Approvers Initials:</i>	<i>Estimated Value:</i>	

Donation Items Listing
Supplemental Pages

Exhibit A (con't)

11	EQUIPMENT DESCRIPTION:			APPLICABLE IDENTIFICATION:		
	<i>Model</i>	<i>Make</i>		<i>MAC</i>	<i>Vin</i>	<i>Other</i>
	REASON FOR SURPLUS:					<i>Asset Activity Report No.</i> <i>132-01R6 (Yes/No)</i>
	DEPARTMENT RECOMMENDATION:					INNOVATION AND TECHNOLOGY APPROVAL:
	<i>Donated</i>	<i>Trans. To Diff. Dept.</i>	<i>Scrapped/Disposal</i>	<i>Concurs with Recommendation (Yes/No):</i>		
<i>Name of Agency/Department (If applicable):</i>				<i>Approvers Initials:</i>	<i>Estimated Value:</i>	

12	EQUIPMENT DESCRIPTION:			APPLICABLE IDENTIFICATION:		
	<i>Model</i>	<i>Make</i>		<i>MAC</i>	<i>Vin</i>	<i>Other</i>
	REASON FOR SURPLUS:					<i>Asset Activity Report No.</i> <i>132-01R6 (Yes/No)</i>
	DEPARTMENT RECOMMENDATION:					INNOVATION AND TECHNOLOGY APPROVAL:
	<i>Donated</i>	<i>Trans. To Diff. Dept.</i>	<i>Scrapped/Disposal</i>	<i>Concurs with Recommendation (Yes/No):</i>		
<i>Name of Agency/Department (If applicable):</i>				<i>Approvers Initials:</i>	<i>Estimated Value:</i>	

13	EQUIPMENT DESCRIPTION:			APPLICABLE IDENTIFICATION:		
	<i>Model</i>	<i>Make</i>		<i>MAC</i>	<i>Vin</i>	<i>Other</i>
	REASON FOR SURPLUS:					<i>Asset Activity Report No.</i> <i>132-01R6 (Yes/No)</i>
	DEPARTMENT RECOMMENDATION:					INNOVATION AND TECHNOLOGY APPROVAL:
	<i>Donated</i>	<i>Trans. To Diff. Dept.</i>	<i>Scrapped/Disposal</i>	<i>Concurs with Recommendation (Yes/No):</i>		
<i>Name of Agency/Department (If applicable):</i>				<i>Approvers Initials:</i>	<i>Estimated Value:</i>	

14	EQUIPMENT DESCRIPTION:		APPLICABLE IDENTIFICATION:		
	<i>Model</i>	<i>Make</i>	<i>MAC</i>	<i>Vin</i>	<i>Other</i>
	REASON FOR SURPLUS:				
					<i>Asset Activity Report No. 132-01R6 (Yes/No)</i>
	DEPARTMENT RECOMMENDATION:			INNOVATION AND TECHNOLOGY APPROVAL:	
	<i>Donated</i>	<i>Trans. To Diff. Dept.</i>	<i>Scrapped/Disposal</i>	<i>Concurs with Recommendation (Yes/No):</i>	
<i>Name of Agency/Department (If applicable):</i>			<i>Approvers Initials:</i>	<i>Estimated Value:</i>	

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	REASON FOR SURPLUS:				
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	DEPARTMENT RECOMMENDATION:			INNOVATION AND TECHNOLOGY APPROVAL:	
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FIXED AND MOVABLE ASSETS

Add **A** Change Dispose

SHADED AREAS ARE OPTIONAL INFORMATION

Property Tag _____ Vehicle Asset

Asset Name _____

Description _____

Class _____ Vin or Serial No. _____ Location _____

Responsible ID _____ From _____ To _____

Quantity _____ Equip. Use Rate _____ Insurance Type _____

Insurance Expiration _____ Premium _____ Equipment No. _____

Vehicle License No. _____ Year _____ Manuf. _____

Vehicle Model _____ Motor No _____

Acquisition Code _____ Disposition Code _____ Acq/Disp. Date _____

ACQUISITION CODES

- AF - Asset Forfeiture
- CO - Construction Order
- DO - Donated
- P - Purchased
- TX - Department Transfer

DISPOSITION CODES

- DI - Destroyed Involuntarily
- DO - Donated
- DU - Duplicate (FOR CM/FINANCE USE ONLY)
- DV - Destroyed Voluntarily
- HP - Held for Spare Parts
- LO - Lost
- RE - Returned to Vendor
- SC - Scrapped (FOR SURPLUS DEPARTMENT USE ONLY)
- SO - Sold
- ST - Stolen
- SP - Surplus
- TD - Traded
- TX - Department Transfer
- XP - Expensed (FOR CM/FINANCE USE ONLY)

Authorized Signature

 Disposing Department _____ Acquiring Department _____ Date _____



CITY MANAGER/FINANCE USE ONLY

Source of Funds: Code _____ % _____ Code _____ % _____ Code _____ % _____ Code _____ % _____ Code _____ % _____

Life Span _____ Salvage Value _____ Acq/Disp Amount _____ Check No. _____

Check Date _____ Purchase Order No. _____ Purchase Order Date _____

Vendor No. _____

Memo _____

Distribution:

- Copy Number 1 - Fixed Assets Section, City Manager/Finance
- Copy Number 2 - Transfer to Department
- Copy Number 3 - Transfer from Department

CITY USE ONLY

PROPERTY APPROVED FOR DONATION: _____

DATE PROPERTY PICKED UP: _____

BENEFIT TO THE CITY: _____

COMMITTEE: APPROVED _____ DISAPPROVED _____

COMMENTS: _____

SIGNATURES: _____

CITY MANAGER APPROVED _____ DISAPPROVED _____

COMMENTS: _____

SIGNATURE: _____ DATE: _____