

Effective Date: 11/12/2020

Review Date: 11/29/2022

Revised Date: 11/29/2022

North Sound Behavioral Health Administrative Services Organization, LLC

Section 3000 – Fiscal: Asset Disposal

Authorizing Source: RCW 36.34

Approved by: Board of Directors Date: 11/29/2022

Signature:

POLICY #3053.00

SUBJECT: ASSET DISPOSAL

POLICY

Under authority of revised code of Washington (RCW 36.34), and the North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) Interlocal Operating Agreement, asset dispositions will be handled in the following manner.

1. Each item shall include the reason for disposal, the date, and type of disposal.
2. Items purchased with grant funds will be disposed of in the manner set forth by the granting agency.
3. Items with no residual value shall be discarded as junk.
4. Items disposed of by trade-in for a like replacement product shall be recorded as trade-in. The trade-in value shall be noted on the vendor invoice and added to the acquisition cost of the like item acquired.
5. The sale of surplus items will be done under the authority of the Executive Director consistent with the public interest with proceeds to benefit the public behavioral health system. The method of sale will be determined by the Executive Director with consideration given to all variables which may exist at the time the sale is made. Such variables may include market value, efficiency, market conditions and any other such variables as may need to be considered.
6. Items may be disposed of by donation only after the requesting organization or individual completes a Donation Request Form and submits that to the Executive Director. North Sound BH-ASO Leadership shall review the request forms and make the determination to whom the items will be donated. The inventory records will be adjusted to show who the items were donated to.
 - a. priorities:
 - i. Providers
 - ii. All items disposed of by donation must go to benefit the public behavioral health system in the following Counties, or
 - iii. Other organizations serving people with a mental illness and/or substance use disorder.
 - b. Specific use of the disposed items must be detailed on the Donation Request Form.

ATTACHMENTS

4016.01 – Donation Request Form