

**RESOLUTION #2023-05**

**A RESOLUTION ADOPTING THE  
NWARPC PROPERTY CONTROL MANUAL**

**WHEREAS**, as a recipient of federal aid, NWARPC is required to follow procedures that comply with State and Federal requirements for the inventory and disposal of property; and

**WHEREAS**, in an effort to establish a written policy for the inventory, surplus and disposal of property, the NWARPC Property Control Manual has been developed and has been reviewed for compliance; and

**WHEREAS**, it is NWARPC's intent, desire, and policy to comply with all State and Federal requirements through the adoption, submittal, and future application of the NWARPC Property Control Manual.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTHWEST ARKANSAS REGIONAL PLANNING COMMISSION:**

**SECTION 1.** That the NWARPC Property Control Manual, which is attached hereto and made a part hereof, is hereby adopted and approved.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

\_\_\_\_\_  
CHAIR, MAYOR CHRIS KEENEY

ATTEST: \_\_\_\_\_

# Northwest Arkansas Regional Planning Commission

## Property Control Manual

(DRAFT) 3/15/2023

Adopted: \_\_\_\_\_, 2023

The Northwest Arkansas Regional Planning Commission (NWARPC) Property Control Manual provides guidance in the following areas: Inventory, Surplus Property and Disposal Methods.

## **I. INVENTORY**

### **A. Inventory Procedures**

The NWARPC shall identify the equipment to be inventoried, assign an inventory control number, attach an inventory control tag, and record in the inventory control record all equipment purchased by the NWARPC that fits in the following criteria:

- **Equipment:** Items where the original acquisition cost is \$1,000 or more and the items have a useful life of at least one year. Donated equipment valued over \$1,000 is treated the same as purchased equipment. For accounting and grant purposes, the capital asset threshold is \$5,000.
- **Computers:** The purchase price for the computer and all associated components, such as the monitor, keyboard, integral software, speakers, etc., is used to determine the original acquisition cost of the computer or system.
- **Software:** Software is not assigned an inventory control number. If it is an integral part of a computer or computer-based system, the cost is included in the acquisition cost.
- **General Equipment:** Equipment that is hard-wired or plumbed into a facility is not assigned an inventory control number.

### **B. Inventory Record**

The inventory record will be maintained by the Office Manager. Complete inventory should be done annually to ensure that the records remain accurate. The following information shall be recorded as applicable to identify the item:

- A complete description of the item, including make, model, and serial number.
- The assigned inventory control number.
- The date, amount, and vendor of the original purchase.
- The employee assigned to the property; if the item is not assigned to an employee, the item's storage location.
- Photo of equipment.
- When an item has been disposed of as outlined in this manual, it will be noted in the inventory record.
- Smaller dollar assets do not need to be monitored in the inventory record (threshold amount is set at \$1,000.00).

## II. SURPLUS PROPERTY

Documentation must be maintained on the disposal of every item in the Inventory Record and recorded on the Disposal of Surplus Property Form.

### A. Grant Reimbursement Requirements

- End of Useful Life. Equipment valued over \$5,000 and purchased with federal funds must have achieved the minimum useful life at disposal. Property disposed of before the useful life requires ARDOT approval. The funding agency would be reimbursed the amount of the federal share upon disposal.
- Service Life Expended.
  - Equipment with a fair market value under \$5,000 may be retained, sold or otherwise disposed of with no obligation to repay the federal entity.
  - Equipment with a fair market value over \$5,000 may be retained or sold at the end of the grant. Reimbursement to the federal entity shall be calculated by multiplying the total aggregate fair market value at the time of disposition, or the net sale proceeds, by the percentage of the federal funds originally used to purchase the item.

### B. Property Requiring Special Handling

*Computers and Software:*

- The purchasing agent ensures that any sensitive information in the hard drive has been removed by an approved method. Employees must ensure that discs and memory cards are removed from machines.
- Computer software should not be transferred with a computer unless it is computer specific software. If software is transferred to another entity a copy of the license agreement should be transferred. The NWARPC is required to determine if there are licensing restrictions before transferring software.
- E-Waste is defined as electronics such as printers, computers, monitors, projectors, audio-visual systems, cell phones, and PDAs that are broken, outdated or used for spare parts. E-waste will be disposed of through the Computer Recycling Center. It should be documented on the Disposal of Surplus Property Form.

## III. APPROVED METHODS OF DISPOSAL

After the property has been surplus, the NWARPC shall determine the best method of disposal for the property. NWARPC retains the right to select one of the following methods.

### A. Distribution to Member Jurisdictions

If the item does not meet the guidelines for federal reimbursement, then the item can be distributed to members of the NWARPC. A Surplus Items List will be distributed to

the RPC/Policy Committee and announced during an RPC/Policy Committee meeting. The items will not be mailed at NWARPC's expense and are available for pick up at the NWARPC's physical address. The NWARPC is not responsible for items after the Property Transfer Form has been signed by the accepting jurisdiction. The items are available on a first come, first served basis.

After 30 (thirty) days on the NWARPC Surplus Items List, the items will be disposed of by selling through an online auction or through donation to a non-profit of the NWARPC's choice (only items valued under \$1,000). If an item is not at the end of its useful life or valued over \$1,000, this method is not eligible. The NWARPC reserves the right to charge "fair market price" for items listed on the NWARPC Surplus Items List.

#### **B. Sales Using Online Auctions**

NWARPC will be responsible for:

- 1) Placing an ad on an internet site including pictures and description.
- 2) Accepting payment from highest bidder and accomplishing item removal.
- 3) Distribution of sale proceeds to appropriate funding source (return of Federal funds if over \$5,000 threshold or unspent useful life).

#### **C. Recycling & Garbage**

If an item is deemed to have no value (broken furniture, obsolete appliances, etc.), the NWARPC must first see if it can be recycled; otherwise, the item shall be thrown away. When disposal has been completed it should be recorded on the Disposal of Surplus Property Form and documentation retained.

#### **D. NWARPC Employees Prohibited**

NWARPC employees are prohibited from accepting ownership of surplus property. In addition, NWARPC employees may not bid on any NWARPC surplus auctions.

### **Glossary of Terms**

**Fair Market Value** – Estimate of the gross proceeds that could be recovered if the property were to be sold by competitive bids.

**Original Acquisition Cost** – The original acquisition cost includes the purchase price, shipping, handling, and/or delivery charges, warranty costs, and installation fees, as may be applicable.

**Surplus Property** – Any tangible supplies, materials, or equipment for which the NWARPC has acquired ownership by means of purchase, donation, transfer, abandonment, exchange or any other lawful means, which is no longer needed by the NWARPC.