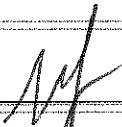


Town of Needham Board of Selectmen

Policy Number:	BOS-PRO-005
Policy:	Sale and Disposal of Surplus Equipment, Materials, and Supplies
Date Approved: Date Revised:	August 16, 2016
Approved:	

From time to time the Town of Needham (Town) finds it necessary to dispose of surplus equipment, materials, and supplies. The purpose of this policy is to ensure that the Town has reasonable controls on the methods and manners that such property is disposed. Town departments may not transfer, donate, destroy, or otherwise dispose of property without following the procedures established by the Needham Finance Department. The sale of surplus equipment, materials, and/or supplies which is subject to the provisions of M.G.L. Chapter 30B (Uniform Procurement Act) shall be overseen by the Chief Procurement Officer (CPO). The CPO for the Town of Needham is the Assistant Town Manager/Director of Finance, unless otherwise assigned by the Town Manager.