

CITY OF NORTH PORT – FINANCE DEPARTMENT

DONATION OF SURPLUS ITEMS PROCEDURES

Donation of Surplus Items

This policy establishes procedures for the donation of surplus items by the City to non-profit, 501(c) organizations as defined in the Internal Revenue Code. The policy applies to all City departments that generate surplus items and governs the actions of all City employees and officials.

Donation means to contribute or give at no cost to a 501(c) organization that serves a public purpose and benefits its community as a whole. These non-profit organizations are eligible charitable organizations serving one or more of the following functions: religious, charitable, scientific, testing for public safety, literary, educational, social welfare and business leagues. These organizations are represented in the Internal Revenue Code as having tax-exempt status under sections 501(c)(3), 501(c)(4) and 501(c)(6).

Procedures

- A. If surplus items are deemed unusable, unwanted by other Departments, or for public reuse, the disposal procedures are as follows:
 - 1. Donate: Any item that may be of value to another non-profit agency (i.e. computers, furniture, etc.) may be donated. The Custodian will provide photographs and detailed description of item(s) offered for donation. All items submitted for donation will be posted on the City's website.

Organization Guidelines: Organization submitting a donation request must meet the following criteria:

- a) **Registration:** Non-profit organization must register on the City website and submit documentation from the Federal government acknowledging 501(c)(3), 501(c)(4) or 501(c)(6) status, and Florida Division of Corporations document proving status of the organization is current. The registration shall be good for one year.
- b) **Donation Request Form:** Must submit complete formal request of item(s) by completing the online donation request form.

City Guidelines:

- c) **Advertisement:** Surplus items shall be posted as eligible for donation on the City's website. The City may use other reasonable means to notify

eligible organizations about the availability of surplus items. The City shall wait at least 30 days after advertising the surplus items before approving any donation.

- d) Prioritization of Donations: If more than one eligible organization requests a donation for the same surplus item, the City shall consider factors it deems relevant including how the equipment will be used, the benefit to the eligible organization, the impact on the City, how the donation will accomplish the goals of the City Commission, and any previous donation to the eligible organization.
- e) Conflict of Interest: All City employees and officials are prohibited from taking possession of any surplus item on behalf of an eligible organization.
- f) As Is: A donation of a surplus item is made “as is” with no warranty, guarantee or representation of any kind, expressed or implied, as to the condition, utility, or usability of the surplus item offered. The surplus item may be defective and cannot be relied upon for safety purposes.
- g) Title: The City Manager shall cause any title or other ownership documents to be transferred to the eligible organization at the time of transfer. Any fees required to transfer the surplus item are the responsibility of the eligible organization.
- h) Transportation: On the Donation Request Form, the eligible organization must provide a detailed plan for transporting the surplus item from the City to the eligible organization. The organization must pay all expenses associated with the transportation of the surplus item.
- i) Delegation: The City Manager may delegate specific responsibilities for implementing this policy.
- j) Documentation: The City Manager shall document the donation of all surplus items and shall keep such records in accordance with the City’s Records Retention Schedule.
- k) Review of Policy: The City Manager is responsible for maintaining and reviewing this policy. Any changes to this policy must be approved by the City Commission.