

Process	Sub-Process	What (Objective)	Why (Risk or Exposure)	RETURN TO MENU	Control Number
				How (Applicable Controls)	
D Inventory Assets	D2 Disposal / Sale of Assets	Surplus, obsolete, off-spec, and damaged inventory are identified and monitored on a regular basis and disposed of and written-off in accordance with County policy.	Failure to properly account for surplus, obsolete and damaged inventory may result in an overstatement of the inventory balance.	Surplus, obsolete and off-spec inventory are identified in a timely manner, including review of damaged or slow-moving inventory for potential obsolescence.	D2-1.1.1
				Obsolete materials are written down or off in accordance with County guidelines for obsolete and discontinued inventory. Valuation of obsolete/ discontinued and off-spec materials is reviewed periodically.	D2-1.1.2
				Damaged and obsolete inventory is identified and segregated when possible.	D2-1.1.3
				Disposition (i.e. alternate use/markets) of damaged and obsolete materials is completed in accordance with County policy.	D2-1.1.4
		Disposal / sale of assets are authorized.	Items may be disposed of or sold that have continued value to the County; items may be sent for disposal for the sole purpose of theft.	All asset disposals / sales and are authorized for disposal / sale per County guidelines.	D2-2.1.1
				All asset disposals / sales follow the same approved process (e.g., 'govdeals').	D2-2.1.2
		For all asset disposals / sales no favoritism is given to any potential buyer (e.g., County employee).	Value received may be less than market value.	All disposals and sales are done at arm's length, meaning all potential buyers are treated the same. Sale information is made available to all potential buyers equally.	D2-3.1.1
		All protected County information (e.g., computer hard drives, printed lists) is removed from the asset prior to sale.	County information may be inadvertently disclosed and/or lost.	All assets are checked for protected information before disposal or sale.	D2-4.1.1
		Disposal items clearly indicate the County accepts no liability for the use or further disposal of the item.	The County may be liable for damages or further disposal expenses.	Legal disclaimers accompany all asset disposals and sales.	D2-5.1.1