

**DEKALB COUNTY GOVERNMENT
SURPLUS EQUIPMENT & SUPPLIES**

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This page showing current page dates of the Surplus Equipment and Supplies will be updated on the County's web page each March at www.dekalbcounty.org. This page was last reviewed for updates as of March 1, 2009.

SURPLUS COUNTY EQUIPMENT AND SUPPLIES

- 1.1.0. On the first Friday of June of each year, department heads submit lists of supplies and equipment no longer needed by their department to the Central Plant Director (Compliance of Elected Officials is, of course, voluntary).
- *(Revised 04/15/1987)*
- 1.1.1. It shall be the responsibility of the Central Plant Director to consolidate said lists and distribute them to all County department heads and to the Superintendent of the County Forest Preserve.
- *(Revised 04/15/1987)*
- 1.1.2. The list should include; books, folders, forms, ring binders, paper ledgers, typewriters, printers, computers, desks, chairs, furniture, fans and lamps, but should not be restricted to these items.
- *(Revised 04/15/1987)*
- 1.1.3. Upon receipt of said list, department heads may notify the Central Plant Director, in writing, if they need an item or items on the list and the transfer will take place at that time.
- *(Revised 04/15/1987)*
- 1.1.4. From time to time, as sufficient excess, obsolete or damaged property accumulates that is not claimed by departments of County government, the Central Plant Director shall authorize public auctions to be held to dispose of the unwanted items.
- *(Revised 04/15/1987)*