



ADMINISTRATIVE REGULATION

Office of the City Administrator

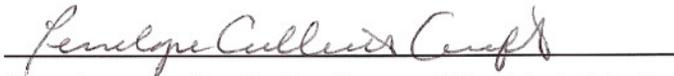
Number	208
Sections	1-8
Effective Date	8/1/07
Responsible Department	Finance
Review Date	8/1/12

SUBJECT: California State Surplus Property

- 1. Purpose:** To acquire state agency for surplus property.
- 2. Authority:** Section 401 of the Huntington Beach City Charter.
- 3. Application:** This regulation shall apply to all user departments.
- 4. Definitions:**
 - 4.1. Category 1 Representatives.(per attached list)** - Category 1 representatives are those persons authorized by resolutions submitted by the City Administrator and approved by the City Council to acquire federal surplus property from the California State Agency for Surplus Property under the terms and conditions listed on the reverse side of resolution. Such representatives must be full-time, paid employees of the city.
 - 4.2. Temporary Representative (per attached letter)** - Temporary authorizations may be made by a donee for a category 1 representative to view, select, and take delivery of surplus property on specific date of the authorized letter by the category 1 representative.
- 5. Policy:** Acquisition of state surplus policy is the established method by which departments shall acquire all state surplus equipment and supplies.
- 6. Responsibilities:**
 - 6.1.** Category 1 representatives are authorized to sign for, inspect, and purchase surplus property at the Fullerton warehouse. They may visit the warehouse and purchase materials at any time. Such representatives must also sign the warehouse-issue documents containing the terms and conditions governing the sale of surplus property.
 - 6.2.** If none of the category 1 representatives are able to visit the warehouse, and a city employee wishes to make a purchase, that employee may obtain a letter from a category 1 representative to purchase surplus property that would be useful to their department. No items may be purchased for personal use.
 - 6.3.** Departments will need to use their own funds to purchase surplus, you may use an express purchase order.
- 7. Procedures:**
 - 7.1.** Sign in at the window, inside the main door to the right, and obtain a warehouse pass.
 - 7.2.** If making a purchase, obtain an order sheet from customer service.
 - 7.3.** Take the material identification card off of the item you wish to purchase and keep it with the order sheet.
 - 7.4.** Complete all forms and sign the issue sheet in the presence of the warehouse employee when checking out.

8. Location:

Department of General Services Surplus Property
701 Burning Tree Road
Fullerton, CA 92833 (714) 449-5900



Penelope Culbreth-Graft, DPA, City Administrator



CITY OF HUNTINGTON BEACH
2000 Main Street Huntington Beach California 92648

CENTRAL SERVICE DIVISION

Department of General Services
Surplus Property
701 Burning Tree Road
Fullerton CA 92833

To Whom It May Concern,

This letter
authorizes _____ on _____
to view, select, and take delivery of surplus property thereby binding the City of Huntington Beach
to the Terms and Conditions Relative to the Donation of Federal Property Program governing the
transfer of such property.

_____ Fullerton Warehouse

_____ DRMO

_____ Federal Contractor

_____ Other Location

I can be reached at

Sincerely,