



Town of Knightdale Disposal of Personal Property Policy

SUBJECT: Disposal of Personal Property

EFFECTIVE DATE: September 18, 2019

~~—AMENDED: September 21, 2022;~~ [-November 20, 2024](#)

APPROVED BY: Town Council

DISTRIBUTION: All Employees

Subsection 1: Purpose

The purpose of this policy is to establish the procedure for disposing of the Town of Knightdale's personal property.

Subsection 2: Procedure

When a department director determines that personal property is no longer useful to the town, the disposal of property form noting a brief description of the property and explaining why the property is no longer useful is submitted to the [Business Analyst Finance Director](#).

The [Business Analyst Finance Director](#) will offer the item to other departments before following NC General Statute [160A-266\(c\)](#) to dispose of the surplus property.

The Finance Director will set a [fair market](#) value for surplus property items and has the authority to dispose of items valued at less than \$30,000. Town Council must approve of disposal of items valued at \$30,000 and above.

Town employees ~~involved in the disposal process~~ are prohibited from purchasing the Town's personal property. All property disposal records will be maintained within the Finance department.