



A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
Fiscal Management	Surplus Property	
Descriptor Code:	Issued Date:	Revised Date:
AP-D-220-1	June 1997	July 2023

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According to the Knox County Charter and the associated Knox County Procurement Code (the Code), the Knox County Purchasing Department (the Purchasing Department) is charged with the disposition of all surplus property. The location and/or original funding source of the surplus property does not alter the control of its disposition by the Purchasing Department. Disposition can include trade-in on replacement equipment, sale at public auction, sale of scrap metal, transfer to another department for use, destroyed, etc.

If the surplus property is to be used as a trade-in on replacement items, this should be indicated on the purchase requisition and approved by the Purchasing Department. Otherwise, it is the practice of the school system to re-inventory any surplus property which is considered to have remaining useful life. When property is determined to be surplus, the school system’s Maintenance Department should be notified in writing through the use of a work order request. If the surplus property can be re-inventoried for use within the school system, the Maintenance Department will arrange for the pick-up of all surplus property to be so inventoried (and not traded-in on replacement items). If the property is classified as an asset as defined in AP-D-210, the District Property Manager should also be notified so that the necessary records can be entered in the asset management software. If the property is not to be re-inventoried, the Maintenance Department will coordinate the appropriate notification of the Purchasing Department through the school system’s Finance Department, and the appropriate records should be entered into the asset management software by the designated Property Custodian or the District Property Manager. The Purchasing Department will then arrange for pick-up.

The transfer of surplus property within the school system will be overseen by the Maintenance Department. If this property includes assets (as define in AP-D-210), transfers will be recorded in the asset management software, either by the designated Property Custodian or the District Property Manager.

Questions should be directed to the Maintenance Department at 865-594-3633 or the Finance Department at 865-594-1676.