

DIVISION OF MENTAL HEALTH AND HOSPITALS

ADMINISTRATIVE BULLETIN 7:03

DATE: October 19, 1982

SUBJECT: Potential Revenue through Sale of Surplus Equipment
Applicability: H,CO

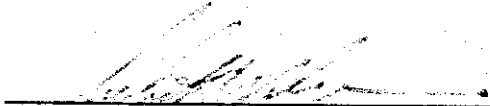
I. Purpose

To devise a more efficient disposal of surplus, obsolete or otherwise unsuitable equipment and supplies no longer needed by Divisional institutions and to develop a potential source of additional revenue.

II. Procedure

- A. Institutions shall inventory all unused equipment and supplies to determine what is surplus.
- B. All equipment and supplies designated as surplus shall be brought to a single location where they shall be separated into groupings according to Purchase Bureau specifications (use N.J. State Vendors Commodity Code Classification Book). Consolidation of items in one location will minimize disruption of institutions' operations when items are disposed of.
- C. A list of all surplus items, which should also identify source of original purchase funds, such as State, Federal or Board of Trustees, will then be circulated to the Division, Department and State in turn for consideration as follows:
 1. Divisional components will have a two-week period to select items they can use.
 2. Departmental components will then have a two-week period to choose among items remaining. Items selected should be removed from the institutions within a three-day period after selection.
 3. All remaining items not selected by the Division or Department will then be referred to the Division of Purchase and Property for circulation to other State departments and agencies. A two-week period for selection and removal will be allowed.
 4. Any items not selected by the Division, Department or other State agency will then become available for purchase by the private sector in accordance with established Purchase and Property procedures.

5. A final phase will be the disposal of any remaining unusable items to be sold as scrap, again in accordance with Purchase and Property procedures, or with OMB Circular 3:00-1 (rev. 1/1/82) where value is less than \$2500.


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