



**catawba county**  
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## **CATAWBA COUNTY, NORTH CAROLINA**

### **SURPLUS PROPERTY - VEHICLE DONATIONS POLICY**

#### **POLICY STATEMENT:**

Catawba County supports local fire departments, rescue squads, public school systems and police departments through the donation of surplus vehicles. Fire departments, rescue squads, public school systems and police departments operating in Catawba County (“Eligible Entities”) are eligible to receive donations of surplus vehicles when a need is present and vehicles meeting that need are available.

#### **PROCEDURE:**

The following procedures outline the process for the donation of surplus vehicles to Eligible Entities:

1. Public school systems and police departments requesting a surplus vehicle must submit a written request to the Catawba County Purchasing Manager. Fire departments and rescue squads must first submit their written request to the Assistant Director of Emergency Services, who will review the request and upon approval, submit the request to the Catawba County Purchasing Manager. This request may be submitted in advance of identification of a specific vehicle.
2. Requests for surplus vehicles will be processed in the order in which they are received, unless there are extenuating circumstances (ex. – disruption of operations due to lack of vehicle, etc.). In those cases, the County Manager will approve deviations from the policy. No entity will be allowed to receive more than five (5) surplus vehicles within a five (5) year period.
3. An Eligible Entity may consult with the Catawba County Facility Services Director to determine which vehicles may be available in the near future. Identification of a vehicle, however, is not a guarantee that the Eligible Entity will receive a vehicle.
4. Once the written request is received by the Catawba County Purchasing Manager and availability confirmed, the Purchasing Manager will prepare a resolution to be submitted to the Board of County Commissioners for approval. Donation requests will be submitted to the Board two (2) times per year, typically in June and December. If approved by the Board, the Purchasing Manager will then process the transfer of title to that entity.