

MISSOULA COUNTY
ASSETS ACQUIRED FROM A SURPLUS PROPERTY PROGRAM

This policy outlines the general requirements for all fixed assets obtained by the County through a surplus property program.

- The department acquiring surplus property is responsible for all paperwork associated with the purchase.
- Surplus property will be valued at the cost of the asset plus all expenses incurred in preparing it for use. These additional costs include, for example, freight, travel, and installation costs.
- Departments that receive or purchase surplus property shall be responsible for meeting the State or Federal terms and conditions governing the control and use of such property while it is in their possession.