

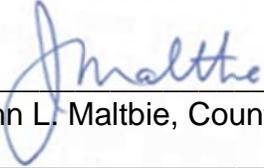


**ADMINISTRATIVE MEMORANDUM**  
**COUNTY OF SAN MATEO**

**NUMBER: B-22**

**SUBJECT:** Donations of Surplus Property to Nonprofit Organizations and Public Schools

**RESPONSIBLE DEPARTMENT:** County Manager

**APPROVED:**   
John L. Maltbie, County Manager

**DATE:** November 24, 2014

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This Administrative Memorandum rescinds and replaces Administrative Memorandum B-12, dated October 22, 2007, revising the policy of donations of surplus property to nonprofit organizations and public schools.

**I. INTRODUCTION**

Overview

This Administrative Memorandum establishes policies and procedures for the donation of County-owned surplus property other than vehicles, including electronic equipment, to nonprofit organizations and public schools. Computer equipment includes personal computers, cell phones, personal digital assistants (PDA's), monitors, printers, operating system software, and other related items.

Background

As the County becomes more engaged with nonprofit organizations and public schools in the delivery of services, there has been an increase in the number of requests for donations of surplus equipment and in particular, personal computer equipment. Nonprofit organizations and public schools often partner with the County in the delivery of services and are in need of computers for administrative support, job training, and educational programs. This policy was created to address the needs of nonprofit organizations and public schools with the available County resources.

**II. PROCESS**

County Departments

Individual departments shall send all used computer equipment to the Surplus Property Officer in the Human Resources Department. The Surplus Property Officer will make arrangements to pick up the equipment and transfer accountability in accordance with established surplus procedures. The equipment will be disbursed as described below.

All drives and/or storage devices of surplus computers and computer-related equipment must be degaussed, clearing them of all data and software before being donated. Due to licensing considerations, application software generally cannot be donated. Operating system software is usually licensed per computer and can be donated with the computer. County Counsel and/or ISD should be contacted prior to the donation of any computer related equipment with licensed software to insure that the County complies with all contractual licensing requirements. Cell phones and PDAs must have their SIM card removed and destroyed and the operating system returned to a full factory reset state as specified by device manufacturer. The computer or computer related equipment is donated in "as is" condition, without any warranty of any kind by the County.

#### Shared Services Program

The Human Resources Department will assess interest in donating surplus property in the following priority order:

- Other County departments (as per Ordinance Code 2.83.110)
- Private nonprofit organizations and public schools under contract with the County
- Local governmental agencies providing services under contract with the County
- Other private nonprofit organizations and public schools in San Mateo County

#### Information Services Department

ISD will provide oversight and technical assistance to departments and the Surplus Property Officer in determining the suitability of computer hardware for donation and ensuring that all conditions of this Administrative Memorandum are met.

#### Requesting Agencies

Nonprofit organizations and public schools can request equipment donations by contacting the Human Resources Department and identifying their specific needs. Requests will be established on a first-come, first-served basis. Reasonable efforts will be made to distribute the available equipment and to meet the needs of individual agencies.

### **III. APPROVAL AUTHORITY**

The Surplus Property Officer approves the donations of surplus property up to \$10,000. Approval of donations over \$10,000 must be approved by the Board of Supervisors, as per Ordinance Code 2.83.120.