

EXECUTIVE ORDER NO. S-9-13

USED PERSONAL PROPERTY TRANSFER PROCEDURES FOR THE CITY

PURPOSE:

The purpose of this order is to outline procedures for disposing of personal property.

POLICY AND PROCEDURES:

Effective immediately, every department and agency wishing to transfer "personal property" from their control to another department or agency, or in some other manner dispose of personal property, shall comply with Section 5.21 of the Home Rule Charter. "Personal property" includes all property which is not useful to a given department including, but not limited to, vehicles.

Refer to the City of Omaha Asset Control Manual for procedures regarding all transfers and/or disposals of equipment.

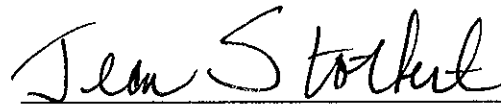
In the case of transfers involving vehicles, the manager of the Vehicle Maintenance Facility shall provide his/her written concurrence before any transfer is affected.

OVERSIGHT:

The Purchasing Department shall have oversight over this Executive Order, and transfers of such property shall be affected only by the authority of the Purchasing Agent.

BY THE POWER VESTED IN ME AS MAYOR BY SECTION 3.04 OF THE HOME RULE CHARTER OF THE CITY OF OMAHA, 1956, AS AMENDED, I HEREBY PROCLAIM THIS TO BE THE EXECUTIVE ORDER ESTABLISHING AND GOVERNING THE PROCEDURES ON USED PERSONAL PROPERTY TRANSFERS FOR THE CITY.

WITNESS my hand as Mayor of the City of Omaha this 4 day of Nov., 2013.



Jean Stothert, Mayor
City of Omaha