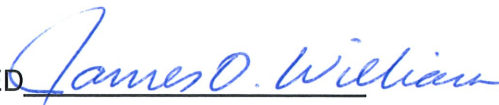


APPROVED



## RESTRICTIONS ON BOROUGH STAFF PARTICIPATION IN SURPLUS SALES

### I. GENERAL

Periodically the Fairbanks North Star Borough (FNSB) disposes of borough supplies that are no longer used by the Borough or which have become unsuitable for Borough use through surplus sales, public auctions, and other means.

### II. PURPOSE

The purpose of this policy is to ensure that the involvement of Borough personnel in surplus sales and public auctions will not affect the integrity of the Borough or create adverse image to the public.

### III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follows this policy.
- B. General Services will enforce this policy.
- C. Human Resources shall maintain this policy.

### IV. POLICY

- A. No staff of the General Services Department (except for the Customer Service Representative) or their immediate family members or anyone acting as their agent may bid on any surplus property.
- B. The Director of Transportation and the Transportation Maintenance Supervisor or their immediate family members or anyone acting as their agent may not bid on any surplus property sold at the Transportation Surplus Sale.
- C. No directors or managers of any department submitting surplus property for disposal, or their immediate family members, or anyone acting as their agent may bid on that surplus property.
- D. No persons on the debarred bidders' list or anyone acting as their agent, may bid on any surplus property.

### V. PROCEDURE

None

VI. SUPPLEMENTAL INFORMATION

A. Definitions – None

B. Attachments – None

C. Revision History –

D. Supersedes Policy No.	Effective date
01.00.006	5/16/95
70.09	04/05/06