

Little Traverse Bay Bands of Odawa Indians
Tribal Property Disposition Policy

Introduction:

To establish the Tribal Property Disposition Policy for disbursement of items purchased by the Little Traverse Bay Bands of Odawa Indians (LTBB), and their Entities when it is determined property is no longer required or is no longer serviceable in it's present condition to be used for the purpose for which it was intended, or other use by the Tribe.

Purpose:

To provide Tribal Operation Departments, LTBB Members, and Employees the opportunity to obtain computers, excess, surplus, and scrap property.

Definitions:

Excess: is property no longer required by the LTBB, which holds or controls the property.

Surplus: is excess property of sufficient value, noting original acquisition cost and condition to justify re-sale value.

Scrap: is property having no value except for its basic material content.

Disposal Authorities:

Tribal Council delegates the disposal authority to the Accounting Department for implementation of policies and procedures addressing all LTBB property.

Any Department, Program or Entity authorized by the Tribal Council to dispose of excess surplus property may do so with or without warranty, working in conjunction with the Accounting Department.

Disposal Process:

1. Stock numbers, acquisition costs and descriptive data will be supplied to the Governmental Accounting Department who will then issue an identification number and price for each item to be cataloged.

2. The stock item availability is circulated with in the LTBB Government Operations and it's Entities. The information will include the cost, and condition of the items. The property will hold in this phase for a range of 15days. If a Program Department, Tribal Member or Individual Employee is identified as a requestor, the property is transferred to the requester on a first come first serve basis. If no requests are identified, the property is to be held in storage and the lists made available for immediate purchase. Property, which is not disposed of by any of the above sources, becomes surplus Government property and is now eligible for disposal outside the Government by sale, or destruction, in that order per the authorization of the Tribal Council.

3. Monies from sale of items will be obtained at point of sale and placed into the Government Operations Revenue.

4. Donations of surplus property will be authorized by Tribal Council to be made to Tribal Elders, nonprofit educational, public institutions, and certain organizations in that order.

5. The Tribal Government Accounting Department shall act as the sales agency.

6. Other LTBB Entities may conduct sales of LTBB property when authorized from Tribal Council to dispose inventory.

It must be affirmatively found in writing by the Accounting Department that the property had no commercial value, or that the estimated cost of its continued care and handling would exceed the estimated proceeds from its sale.

Other Disposal Considerations:

Loss, due to damage, or destruction of LTBB property or its Entities is required to be reported to the Accounting Department as soon as the fact is known. A report will be made, to include factual data as to the circumstances surrounding the loss, damage, or destruction.