

Missions will receive 90 percent of the gross proceeds from the sale of their surplus materiel in the month following the recording of the disposal. In the case of unusual disposals which generate unusually high profit, e.g. vehicles, goods with replacement value less than the value of the goods sold, SRD reserves the right to reimburse less than 90 percent. There is no change to the materiel authorization tables (MATS) and commodities requiring headquarters procurement authority. To maximize the opportunity to use the proceeds effectively, missions should action disposals early in the fiscal year to avoid delays due to processing and usual year-end volume buying.

Procedures:

(a) Mission administration will:

- (i) absorb sales expenses as part of the mission budget, e.g. advertising, auctioneer's fee, coded to CV 014-(Mission RESP)-3985.
- (ii) deposit the disposal proceeds in the bank and record the transaction in FINEX; gross proceeds coded to CV 725-(Mission RESP)-7251;
- (iii) prepare *Disposal Report* (form EXT 369 (rev. 94), copy attached) which includes information required for Central Agency reporting;
 - retain the original (along with bank deposit slip and expense receipts) at the mission for audit purposes and mission financial accounts;
 - forward immediately a copy (form only) to SRMC.

(b) SRMC will:

- (i) reimburse 90 percent of the mission's deposit recorded in FINEX (usual disposals) by issuing an EN on a monthly basis coded to CV 125-(Mission RESP)-133 RO 39; and
- (ii) prepare and submit the required Crown Assets Surplus report (CADC) and remit the mandatory fee.