

## SURPLUS PROPERTY DISPOSAL AUTHORIZATION

Disposal of all District surplus and/or other property requires prior written authorization from the Director of Administrative Services as signified by his/her signature below. Disposal of fixed assets require that the Board of Directors declare the item(s) surplus prior to their disposal. Small, miscellaneous, useless, and valueless items do not require approval.

**FIXED ASSET: (Check one)**

☒ Yes

☐ No

### DESCRIPTION OF PROPERTY:

Vehicle #405 - 1997 Ford F800 Miniature Dump Truck

### EXPLANATION JUSTIFYING SURPLUS STATUS:

Vehicle #405 was designated as a "low use" (less than 50 hours or 1000 miles per year) vehicle in 2009 under California Air Resource Board guidance. As a result, the vehicle has been driven fewer than 2000 miles in the past 7 years. The vehicle is in poor mechanical condition and has reached the end of its useful life. The functions of vehicle 405 have been evenly distributed across other District vehicles. As a result, staff is recommending that vehicle 405 be surplusd without replacement.

### ESTIMATE OF SURPLUS VALUE AND METHOD USED TO DETERMINE:

The surplus value of this commercial vehicle is estimated to be less than \$9,000 based on internet advertised prices for the same make and model vehicles.

 Bill McWhorter 8 Feb 2016  
Employee Completing Form – Sign, Print Name, Date

Approved by:

  
DAS/CEO 2/8/16  
Date

If fixed asset, approved by:

\_\_\_\_\_  
Board Chair Date