

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 #714- 1994 John Deere Backhoe

EXPLANATION JUSTIFYING SURPLUS STATUS:

Vehicle 714 was replaced in 2013 by a similar vehicle (714B) as part of the annual capital budget. The vehicle was retained for backup and redundancy purposes. However, it has been determined that this vehicle is in poor mechanical condition and the costs to repair the vehicle exceeds the estimated value. Staff has determined that it would be more cost effective to surplus the vehicle and sell it at auction.

ESTIMATE OF SURPLUS VALUE AND METHOD USED TO DETERMINE:

The surplus value of this vehicle is estimated to be less than \$18,000 based on internet advertised prices for the same make/model/condition vehicles.

 Bill McWhirt 8 Feb 2016

Employee Completing Form – Sign, Print Name, Date

Approved by:


DAS/CFO

2/8/16
Date

If fixed asset, approved by:

Board Chair

Date