

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 #167- 2003 Ford F-350 4X4 regular cab pickup truck

EXPLANATION JUSTIFYING SURPLUS STATUS:

Vehicle #167 is in poor mechanical condition and has reached the end of its useful life. All functions of this vehicle have been transferred to an existing District vehicle (Vehicle 178). It has been determined that this vehicle does not need to be replaced and will result in a net decrease in the number of vehicles maintained by the District.

ESTIMATE OF SURPLUS VALUE AND METHOD USED TO DETERMINE:

The surplus value of this vehicle is estimated to be less than \$6,000 based on Kelly Blue Book pricing for similar make/model/condition vehicles in this geographic area.

 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