

SURPLUS PROPERTY DISPOSAL AUTHORIZATION

Disposal of all Districts 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 #172 --2006 Ford Ranger 4X4 pick-up truck, 87,000 miles
District Use: Monthly meter reading, recycled water distribution site inspections

EXPLANATION JUSTIFYING SURPLUS STATUS:

Through evaluation in the District's vehicle replacement program and analysis, it has been determined that Vehicle #172 has reached the end of its useful life. The cost of maintaining this equipment is outpacing its retention value. Vehicle #172 is used by the Recycle Manager to perform critical management functions and is tentatively scheduled for replacement in accordance with the District Capital Improvement Plan (#17733).

ESTIMATE OF SURPLUS VALUE AND METHOD USED TO DETERMINE:

Kelly Blue Book value: \$8,600.00 – Private Party

 William T. McWhirt 16 May 2016
Employee Completing Form – Sign, Print Name, Date

Approved by:



DAS/CFO

5/17/16
Date

If fixed asset, approved by:

Board Chair

Date