

## 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 #164- 2003 Ford Ranger Regular Cab Pickup Truck

### EXPLANATION JUSTIFYING SURPLUS STATUS:

Vehicle #164 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 163). 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 \$2,400 based on Kelly Blue Book pricing for similar make/model/condition vehicles in this geographic area.

Bill McWhirt [Signature] AUG 26 2016  
Employee Completing Form – Sign, Print Name, Date

Approved by:

If fixed asset, approved by:

[Signature] 8/26/16  
DAS/CFO Date

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Board Chair Date