

**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 #176 –2008 Ford Escape, 82,200 miles. District Use: Used by NSD personnel for work related travel.

**EXPLANATION JUSTIFYING SURPLUS STATUS:**

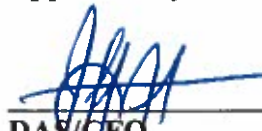
Through evaluation in the District's vehicle replacement program and analysis, it has been determined that Vehicle #176 has reached the end of its useful life. The vehicle is beyond economic repair. The interior of the vehicle is falling apart and it is in poor mechanical condition. This vehicle will tentatively be replaced with an electric or more fuel efficient hybrid vehicle next fiscal year as part of our CIP.

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

The estimated value of this vehicle based on Kelly Blue Book, and factoring in its current physical & mechanical condition, is less than \$2500 at auction.

 William McWhirt 11/6/19  
Employee Completing Form – Sign, Print Name, Date

**Approved by:**

 11/6/19  
DAS/CFO Date

**If fixed asset, approved by:**

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