

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:

Two 18 foot rear pull flail mowers purchased in 2002. District Use: Mowers were used to maintain District property.

EXPLANATION JUSTIFYING SURPLUS STATUS:


Both mowers have reached the end of their useful life, are currently inoperative, in very poor mechanical condition, and beyond economic repair.

ESTIMATE OF SURPLUS VALUE AND METHOD USED TO DETERMINE:

Based on internet research the value of each of these mowers is less than \$500 at auction.

 William T. McWhirt 11/1/2018
Employee Completing Form – Sign, Print Name, Date

Approved by:

 11/2/18
DAS/CFD Date

If fixed asset, approved by:

Board Chair Date