

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 #607 –2005 Ford Taurus passenger vehicle, 44,808 miles. District Use: Used by District personnel for official travel/transportation.

EXPLANATION JUSTIFYING SURPLUS STATUS:

Through evaluation in the District's vehicle replacement program and analysis, it has been determined that Vehicle #607 has reached the end of its useful life. The vehicle currently has an engine oil leak and the air conditioning system is leaking coolant. The Napa Ford preliminary estimate to repair the above discrepancies is over \$3000. The vehicle is scheduled for replacement this fiscal year (18/19). It is scheduled to be replaced with an electric vehicle.

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 mechanical condition, is less than \$1,000 at auction.

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

Approved by:

If fixed asset, approved by:


DAS/CFO

11/2/2018
Date

Board Chair

Date