

SURPLUS PROPERTY DISPOSAL AUTHORIZATION

Disposal of all Districts surplus and/or other property requires prior written authorization from the Purchasing Agent 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 #175 –2008 Ford Escape, 110,200 miles. District Use: Used by Plant Operators as on-call response transportation.

EXPLANATION JUSTIFYING SURPLUS STATUS:

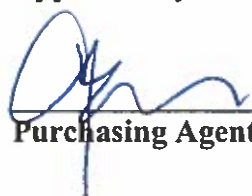
Through evaluation in the District's vehicle replacement program, it has been determined that Vehicle #175 has reached the end of its useful life. The vehicle is beyond economic repair. The interior of the vehicle is falling apart and it is in poor mechanical condition. This vehicle will be replaced 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 \$1500 at auction.

Employee Completing Form – Sign, Print Name, Date

Approved by:



Purchasing Agent

12/16/20

Date

If fixed asset, approved by:

Board Chair

Date