

## 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)**



No

### DESCRIPTION OF PROPERTY:

Vehicle #174 –2008 Ford F-350, 74,100 miles. District Use: Used by Recycle personnel for daily operations and maintenance of geographically separate locations.

### EXPLANATION JUSTIFYING SURPLUS STATUS:

Through evaluation in the District's vehicle replacement program, it has been determined that Vehicle #174 has reached the end of its useful life. The vehicle has chronic exhaust emission problems, is in poor physical and mechanical condition, and is beyond economic repair. The 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 \$10,000 at auction.

---

**Employee Completing Form – Sign, Print Name, Date**

**Approved by:**

**If fixed asset, approved by:**

 12/16/20  
Purchasing Agent                      Date

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