

SURPLUS PROPERTY

DECLARATION REQUEST

Date: _____ Department: _____
 Person Requesting Surplus: _____

Select One

- Property should be declared surplus by the Town Manager.
The item(s) have an estimated value of less than \$30,000.
- Property should be declared surplus by the Town Council.
The item(s) have an estimated value that exceeds \$30,000.
- Property is in serviceable condition and can be transferred to another department or stored until needed.
- Property is considered to be without value. It should be disposed of as junk property.

	DESCRIPTION:	CONDITION:	SURPLUS / JUNK:
1.			
2.			
3.			
4.			

Please attach Basis of Estimation.

	1.	2.	3.	4.
VIN # / SERIAL #:				
ASSET #:				
DATE OF ORIGINAL PURCHASE:				
AMOUNT OF ORIGINAL PURCHASE:				
CURRENT ESTIMATED FAIR VALUE:				
METHOD OF DISPOSITION:				
IF AUCTION -				
DATES:				
MINIMUM FOR CONSIDERATION:				
RESERVE TO BE SET:				
DATE SOLD:				
FINAL SELLING PRICE:				
GAIN / LOSS:				

Requesting
 Department Head: _____ Date: _____
 Received by Finance Dept: _____ Date: _____
 Finance Officer: _____ Date: _____
 Town Manager: _____ Date: _____