

SURPLUS PROPERTY DISPOSAL JUSTIFICATION FORM



This form should only be used for one of the following scenarios.

Process	Approval
ANY TRADE-IN, regardless of Value (Approvals vary by GROSS purchase price. See Procurement manual.)	Varies
Disposal via any method of any City-owned Vehicles, regardless of current value (Completion by FLEET)	C.P.O.
Disposal via any method of Surplus Capital with a CURRENT value which meets or exceeds \$100,000	Council

If Disposal Action does not meet any of the above criteria, use the Excel Surplus Property Spreadsheet.

SECTION A: Complete for ALL ITEMS, with AS MUCH DETAIL AS POSSIBLE. Attach a separate sheet, if needed.

CAPITAL ASSET ID #: 6144

From John Pearson Digitally signed by John Pearson
Date: 2024.08.30 14:18:00 -04'00' Building 9/3/24
Dept. Division Supervisor Signature Dept. Division Name Date

Description of Property: 2021 Ford Ranger Pick-up Truck
(Required)

Make Ford Model: Ranger Serial # or VIN #: 1FTER1EHXMLD59828
(Required) (Required) (Required)

Date Purchased (estimate if unknown): 7/28/21 Purchase Order # of Item (if known): 211058
(Required)

Original Cost (estimate if unknown): 23,010 CURRENT Estimated Value: \$19,142
(Required) (Required)

Condition of Item: ☐ Good ☒ Fair ☐ Poor ☐ Obsolete (very good/excellent but no longer useful for intended application)
(Required)
(For definitions of condition categories, see the Excel Surplus Disposal Form)

Comments on Condition: _____
(Required)

Current Location: Fleet Services
(Required)

The following Disposal Action for the above listed property is hereby requested:
(NOTE: For VEHICLES, the only option is Auction/Sale)

☐ Transfer to Department/Division: _____
(Required)

Reason for Transfer: _____

☐ Trade-in towards new purchase (Note: Additional documentation MUST be attached. Additional approvals required for GROSS purchases which exceed \$50,000.)

Reason for Trade-in: _____
(Required, or attach detailed justification with other required additional documentation)

☒ Auction/Sale ☐ Scrap/Recycle (can only be considered with items in POOR condition)

☐ Destruction (can only be considered with items in POOR condition) Why/How: _____
(Required)

☐ Cannibalized (can only be considered with items in POOR condition) Why/How: _____
(Required)

		<u>9/3/24</u>
Department Director Signature	Department Name	Date

Section B: INTERNAL PROCUREMENT USE ONLY

Date Received in Procurement	
Chief Procurement Officer Approval	
Date Approved in Procurement	

SURPLUS PROPERTY DISPOSAL JUSTIFICATION FORM



This form should only be used for one of the following scenarios.

Process	Approval
ANY TRADE-IN, regardless of Value (Approvals vary by GROSS purchase price. See Procurement manual.)	Varies
Disposal via any method of any City-owned Vehicles, regardless of current value (Completion by FLEET)	C.P.O.
Disposal via any method of Surplus Capital with a CURRENT value which meets or exceeds \$100,000	Council

If Disposal Action does not meet any of the above criteria, use the Excel Surplus Property Spreadsheet.

SECTION A: Complete for ALL ITEMS, with AS MUCH DETAIL AS POSSIBLE. Attach a separate sheet, if needed.

CAPITAL ASSET ID #: 6145

From _____ Building 8/23/24
Dept. Division Supervisor Signature Dept. Division Name Date

Description of Property: 2021 Ford Ranger Pick-up Truck
(Required)

Make Ford Model: Ranger Serial # or VIN #: 1FTER1EHXMLD59828
(Required) (Required) (Required)

Date Purchased (estimate if unknown): 7/28/21 Purchase Order # of Item (if known): 211058
(Required)

Original Cost (estimate if unknown): 23,010 CURRENT Estimated Value: \$19,901
(Required) (Required)

Condition of Item: ☐ Good ☒ Fair ☐ Poor ☐ Obsolete (very good/excellent but no longer useful for intended application)
(Required)
(For definitions of condition categories, see the Excel Surplus Disposal Form)

Comments on Condition: _____
(Required)

Current Location: Fleet Services
(Required)

The following Disposal Action for the above listed property is hereby requested:
(NOTE: For VEHICLES, the only option is Auction/Sale)

☐ Transfer to Department/Division: _____
(Required)

Reason for Transfer: _____

☐ Trade-in towards new purchase (Note: Additional documentation MUST be attached. Additional approvals required for GROSS purchases which exceed \$50,000.)

Reason for Trade-in: _____
(Required, or attach detailed justification with other required additional documentation)

☒ Auction/Sale ☐ Scrap/Recycle (can only be considered with items in POOR condition)

☐ Destruction (can only be considered with items in POOR condition) Why/How: _____
(Required)

☐ Cannibalized (can only be considered with items in POOR condition) Why/How: _____
(Required)

John Pearson	Digitally signed by John Pearson Date: 2024.09.03 14:49:26 -04'00'	Building	8/23/24
Department Director Signature		Department Name	Date

Section B: INTERNAL PROCUREMENT USE ONLY

Date Received in Procurement	
Chief Procurement Officer Approval	
Date Approved in Procurement	

SURPLUS PROPERTY DISPOSAL JUSTIFICATION FORM



This form should only be used for one of the following scenarios.

Process	Approval
ANY TRADE-IN, regardless of Value (Approvals vary by GROSS purchase price. See Procurement manual.)	Varies
Disposal via any method of any City-owned Vehicles, regardless of current value (Completion by FLEET)	C.P.O.
Disposal via any method of Surplus Capital with a CURRENT value which meets or exceeds \$100,000	Council

If Disposal Action does not meet any of the above criteria, use the Excel Surplus Property Spreadsheet.

SECTION A: Complete for ALL ITEMS, with AS MUCH DETAIL AS POSSIBLE. Attach a separate sheet, if needed.

CAPITAL ASSET ID #: 6146

From _____ Building _____ 8/23/24
Dept. Division Supervisor Signature Dept. Division Name Date

Description of Property: 2021 Ford Ranger Pick-up Truck
(Required)

Make Ford Model: Ranger Serial # or VIN #: 1FTER1EH0MLD60079
(Required) (Required) (Required)

Date Purchased (estimate if unknown): 7/28/21 Purchase Order # of Item (if known): 211058
(Required)

Original Cost (estimate if unknown): 23,010 CURRENT Estimated Value: \$19,600
(Required) (Required)

Condition of Item: ☐ Good ☒ Fair ☐ Poor ☐ Obsolete (very good/excellent but no longer useful for intended application)
(Required)
(For definitions of condition categories, see the Excel Surplus Disposal Form)

Comments on Condition: _____
(Required)

Current Location: Fleet Services
(Required)

The following Disposal Action for the above listed property is hereby requested:
(NOTE: For VEHICLES, the only option is Auction/Sale)

☐ Transfer to Department/Division: _____
(Required)

Reason for Transfer: _____

☐ Trade-in towards new purchase (Note: Additional documentation MUST be attached. Additional approvals required for GROSS purchases which exceed \$50,000.)

Reason for Trade-in: _____
(Required, or attach detailed justification with other required additional documentation)

☒ Auction/Sale ☐ Scrap/Recycle (can only be considered with items in POOR condition)

☐ Destruction (can only be considered with items in POOR condition) Why/How: _____
(Required)

☐ Cannibalized (can only be considered with items in POOR condition) Why/How: _____
(Required)

_____	_____	8/23/24
Department Director Signature	Department Name	Date

Section B: INTERNAL PROCUREMENT USE ONLY

Date Received in Procurement	_____
Chief Procurement Officer Approval	_____
Date Approved in Procurement	_____

SURPLUS PROPERTY DISPOSAL JUSTIFICATION FORM



This form should only be used for one of the following scenarios.

Process	Approval
ANY TRADE-IN, regardless of Value (Approvals vary by GROSS purchase price. See Procurement manual.)	Varies
Disposal via any method of any City-owned Vehicles, regardless of current value (Completion by FLEET)	C.P.O.
Disposal via any method of Surplus Capital with a CURRENT value which meets or exceeds \$100,000	Council

If Disposal Action does not meet any of the above criteria, use the Excel Surplus Property Spreadsheet.

SECTION A: Complete for ALL ITEMS, with AS MUCH DETAIL AS POSSIBLE. Attach a separate sheet, if needed.

CAPITAL ASSET ID #: 6147

From _____ Building _____
Dept. Division Supervisor Signature Dept. Division Name Date

Description of Property: 2021 Ford Ranger Pick-up Truck
(Required)

Make Ford Model: Ranager Serial # or VIN #: 1FTER1EH0MLD60003
(Required) (Required) (Required)

Date Purchased (estimate if unknown): 7/28/21 Purchase Order # of Item (if known): 211058
(Required)

Original Cost (estimate if unknown): 23,010 CURRENT Estimated Value: \$23,010
(Required) (Required)

Condition of Item: ☐ Good ☒ Fair ☐ Poor ☐ Obsolete (very good/excellent but no longer useful for intended application)
(Required)
(For definitions of condition categories, see the Excel Surplus Disposal Form)

Comments on Condition: _____
(Required)

Current Location: Fleet Services
(Required)

The following Disposal Action for the above listed property is hereby requested:
(NOTE: For VEHICLES, the only option is Auction/Sale)

☐ Transfer to Department/Division: _____
(Required)

Reason for Transfer: _____

☐ Trade-in towards new purchase (Note: Additional documentation MUST be attached. Additional approvals required for GROSS purchases which exceed \$50,000.)

Reason for Trade-in: _____
(Required, or attach detailed justification with other required additional documentation)

☒ Auction/Sale ☐ Scrap/Recycle (can only be considered with items in POOR condition)

☐ Destruction (can only be considered with items in POOR condition) Why/How: _____
(Required)

☐ Cannibalized (can only be considered with items in POOR condition) Why/How: _____
(Required)

John Pearson	Digitally signed by John Pearson Date: 2024.09.04 10:46:59 -04'00'	Building	
Department Director Signature		Department Name	Date

Section B: INTERNAL PROCUREMENT USE ONLY

Date Received in Procurement	
Chief Procurement Officer Approval	
Date Approved in Procurement	

	Cost	Acquisition Date	Current Date	Useful Life in Months	Age in Months	Remaining Life	Current Year Depreciation	Depreciation to Date	Book Value To Date
	\$23,010.00	7/28/2021	1/6/2025	84	41	43	\$821.79	\$11,231.07	\$11,778.93
	\$23,010.00	7/28/2021	1/6/2025	84	41	43	\$821.79	\$11,231.07	\$11,778.93
	\$23,010.00	7/27/2021	1/6/2025	84	41	43	\$821.79	\$11,231.07	\$11,778.93
	\$23,010.00	7/15/2021	1/6/2025	84	41	43	\$821.79	\$11,231.07	\$11,778.93