COCC

Surplus Property Disposition Request

# To: Erica Waldbillig, Purchasing Date: 3/19/2018

From:       Phone:

1. Current estimated market value:  no value

up to $5,000 per item (Purchasing approval)

$5,000 to $99,999 (VP of Administrative Services approval)

$100,000 and up (Board approval)

2. Type of disposition requested:  sell at public auction

sealed bid sale

trade-in

scheduled sale

sell/donate to other government agencies

sell/donate to non-profit agencies

scrap or salvage

3. Description of item(s) to be disposed of (attach list if necessary)

## Qty & Item Description Inventory or Serial # Est. Value

(if applicable) ($0 is allowed)

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4.  Have Facilities Pick-Up

Other Arrangements

**To be completed by Purchasing**

5. I declare the subject items surplus and authorize disposition as requested.

## Signature Date

Title: