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: