



Surplus Property Disposal Form

Requested By (Name, Title):	Signature/Date:
Reviewed By (Department Head):	Signature/Date:

Item Quantity	Item Description	Reason for Disposal	Current Condition	Recommended Action	Est. Current Market Value	Picture Attached	Purchasing Agent	
							Fixed Asset	Original Value

Notes:
Approval Signature (Finance & Administrative Service Manager/Purchasing Agent):
Copy Sent to Finance Director:

RVSD Finance Policy 11.26 Surplus Property (Adopted by the Board on January 19, 2022)

Only the Purchasing Agent has the authority to determine whether property owned by the District no longer has any useful value to the District. The Purchasing Agent has the authority to declare equipment and other property surplus if the equipment has a current estimated market value of five thousand dollars (\$5,000) or less. If the current estimated market value exceeds five thousand dollars (\$5,000), or the property is recorded as a fixed asset, the Board of Directors has the sole authority to declare the property surplus.