

Application for Authority to Dispose of Surplus Property

The items listed below are authorized to be disposed of in accordance with the provisions of Government Code Sections 25503 through 25507

Department : ACWM Disposal recommended by: Greg Creekmur Phone: (626) 459-8889Disposal authorized by: Greg Creekmur Title: Deputy Director/Chief Bureau Date: 7/16/18

Fund Number: _____ Dept. Code: _____ eCAPS Unit Number: _____ (surplus sales revenue go to)

To be completed by department manager requesting disposal of surplus item						To be completed by Purchasing Agent or Dept. Surplus Coordinator	
Qty.	Description	Disposal reason*	Condition*	Asset Tag ***		Sold, Traded, Transferred or Donated To	Amount Realized
				A/C	Dept		
2	Spectro Instruments SF-Explorer 1) Serial Number LT1019 2) Serial Number LT1029	U	P		5926 89 5915 18		

* Reason for Disposal: U-unusable/damaged & uneconomical to repair; O-obsolete; E-excess to current needs

** Condition of Property: P-Poor; F-Fair; G-Good; E-Excellent; V-Various

*** Auditor-Controller fixed asset tag number and/or department portable equipment tag number

Rubbish/scrap metal disposal: _____
disposed of by (name) _____ date _____ disposal location _____To Purchasing Agent: ___ trade-in; ___ sale bid; To Dept. Surplus Coordinator: ___ other
(recycling/donation/auction)Trade in: ☒ if old equipment cannot be released until new equipment is received

Req.# _____

Estimated current resale value (if known) \$ _____ Minimum sale price (if any) \$ _____

Address of Property: _____

Contact person where property is located: _____ () _____
Name Phone Number

If sale, direct payment to be delivered to department cashier at:

_____ () _____
Address Phone Number CAPS Revenue Distribution

Account

To be completed by Purchasing Agent: found to be not required for public use per resolutions Board of Supervisors			
Quote Number	Close	Sales Award No.	Issue sales awards as indicated. Purchasing Agent by:

Forward in duplicate to Purchasing Agent (trade-in/sale bid) or Dept. Surplus Coordinator (other disposal methods)

Copies to: