

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

**REQUEST TO SURPLUS ITEMS**

Pursuant to RCW 35.61.132 and Park District policy, it has been determined that the following personal property items have a current value of \$2500 or less per item and cannot be reassigned for use within the Park District.

<u>Item No.</u>	<u>Division/Dept</u>	<u>Description of Item</u>	<u>Reason for Surplus</u>	<u>Value</u>
<u>1</u>	_____	_____	_____	_____
<u>2</u>	_____	_____	_____	_____
<u>3</u>	_____	_____	_____	_____
<u>4</u>	_____	_____	_____	_____
<u>5</u>	_____	_____	_____	_____
<u>6</u>	_____	_____	_____	_____
<u>7</u>	_____	_____	_____	_____
<u>8</u>	_____	_____	_____	_____

The above items will be disposed of in the following manner. Values indicated are approximate market values.

\_\_\_\_ Trade for appropriate replacement property.

\_\_\_\_ Sold on public surplus auction site.

\_\_\_\_ Other (describe: \_\_\_\_\_)

**The above items are approved for surplus as specified above.**

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

**FOLLOW UP**

<b>Item No.</b>	<b>Disposal Date</b>	<b>Amount</b>	<b>Disposal Method</b>	<b>Request Removal from Insurance</b>