

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.

**Please list the District inventory # below.**

<u>Inv #.</u>	<u>Division/Dept</u>	<u>Description of Item</u>	<u>Reason for Surplus</u>	<u>Value</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 \*attach bill of sale, or other proof is disposal, and turn in to Adm. Division Director.**

Item No.	Disposal Date	Amount	Disposal Method	Request Removal from Insurance