

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REQUEST TO SURPLUS**

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 item below. Fill in all applicable boxes.

Inventory Number	Division	Department	Market Value

Year	Make	Model	Vin #

Description of Item:

Reason for Surplus:

The above item will be disposed of in the following manner. Value indicated is approximate market value.

Trade for appropriate replacement property.
 Sold on public surplus auction site.
 Other (describe: _____)

The above item is approved for surplus as specified above.

Executive Director: _____ Date: _____

FOLLOW-UP *attach bill of sale, or other proof of disposal. Turn in to Assistant Executive Director.

Disposal Date	Amount	Disposal Method	Request Removal from Insurance