

Surplus Procedure

1. Fill out "Request to Surplus" form and have the Executive Director sign.
2. All items over \$2500 must have board approval.
3. Turn in the completed form to Accounts Receivable.
4. Surplus items may be sold on BI Parks website, government websites, other websites, private sale, at auction, newspaper, ect...
5. Turn in bill of sale, or other proof of disposal and payment to Accounts Receivable.