

**CITY OF SPEARFISH
DISPOSITION OF SURPLUS PROPERTY
Following SDCL 5-24A**

Updated 4/25/17

DATE: _____

DEPARTMENT: _____

DEPARTMENT HEAD: _____

DESCRIPTION: (Include serial, VIN, model, size, quantity, year, etc)

Fair Market Value \$ _____

JUSTIFICATION OF DISPOSAL:

- | | |
|--|--|
| <input type="checkbox"/> No longer necessary | <input type="checkbox"/> Non-operational |
| <input type="checkbox"/> End of useful service | <input type="checkbox"/> Non suitable for purpose intended |

DISPOSAL OPTIONS:

- | | |
|---|--|
| <input type="checkbox"/> Sell by sealed bid (3 appraisals required) | <input type="checkbox"/> Trade in |
| <input type="checkbox"/> City / County auction | <input type="checkbox"/> Salvage & sell as scrap |
| <input type="checkbox"/> Online auction | <input type="checkbox"/> Destroy & dispose (Only if value is less than \$100.00) |
| <input type="checkbox"/> Transfer to another Government agency | |

* If items are of the same kind or similar in nature, you may put them all on one form. You must include all model or serial numbers for each item. This applies only to items for Destroy & dispose, or Salvage.

Example: HP computer-serial #XXX Model #XXX; Acer comp screen-serial #XXX; WM5X Paper Shredder-no ID #'s visible; Sharp Electronic Adding Machine - ID#7D11935Y

- SELL BY SEALED BID
Appraisal Value of Surplus Property
(Appraiser must be a city property owner)

Appraiser Name: _____
Appraiser Address: _____
Appraiser Appraisal Value: _____

Appraiser Name: _____
Appraiser Address: _____
Appraiser Appraisal Value: _____

Appraiser Name: _____
Appraiser Address: _____
Appraiser Appraisal Value: _____

If no sealed bids are received, secondary disposal option:

- Auction
 Re-appraise