

CITY OF SPEARFISH
(Following SDCL 6-13)
Intent to Surplus Form

Updated 4/25/17

DATE: _____

DEPARTMENT: _____

DEPARTMENT HEAD: _____

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

* 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

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
(Complete section below) | <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 |
| <input type="checkbox"/> Transfer to another Government agency | |

SELL BY SEALED BID
Appraisal Value of Surplus Property
(Appraiser must be a city property owner
and appraisers are prohibited from
submitting a sealed bid)

Appraiser Name: _____
Address: _____
Appraisal Value: _____

Appraiser Name: _____
Address: _____
Appraisal Value: _____

Appraiser Name: _____
Address: _____
Appraisal Value: _____

If no sealed bids are received, secondary disposal option:

- Surplus destroy
- Re-appraise