

# Kenton County Fiscal Court



## EXCESS AND SURPLUS PROPERTY DISPOSAL FORM

Purpose: Use this form to report all equipment that is excess to your department's needs. After approval, this form will be forwarded to all department heads for review to determine if the excess property can be used in another department. If after 2 weeks no other department expresses interest in the equipment, it will be listed as Surplus Property and will need to be sold via bidding on GovDeals.

<b>Department:</b> Technology Services		<b>Current Location:</b> 1840 Simon Kenton Way		
<b>Contact:</b> Michelle Foster/Dustin Brown		<b>Phone:</b> 859-392-1466		
Asset Number / Inventory Tag Number	Description	Condition	Approximate Age	Special Notes and Recommendation (Scrap / Surplus)
00JC005582	Timeclock System 4500	Obsolete		Replaced as part of the UKG upgrade. Surplus/Sell
00JC00526	Timeclock System 4500	Obsolete		Replaced as part of the UKG upgrade. Surplus/Sell
00JC375004	Timeclock System 4500	Obsolete		Replaced as part of the UKG upgrade. Surplus/Sell
UNREADABLE	Timeclock System 4500	Obsolete		Replaced as part of the UKG upgrade. Surplus/Sell
n/a	H. 264 Pro Recorder	Like New	<1 year	Purchased wrong device, unable to return. SURPLUS/SELL
2UA40922FP	HP EliteDesk 800 G1 USDT	Outdated	7 years	Scrap
2UA40922HH	HP EliteDesk 800 G1 USDT	Outdated	7 years	Scrap
2US40922HX	HP EliteDesk 800 G1 USDT	Outdated	7 years	Scrap
2UA2511GRS	HP Compaq Elite 8300 Ultra Slim Desktop	Outdated	8 years	Scrap
2UA3081RJV	HP Compaq Elite 8300 Small Form Factor	Outdated	8 years	Scrap
2UA5241L00	HP ProDesk 600 G1 TWR	Outdated	6 years	Scrap
2UA5241KZY	HP ProDesk 600 G1 TWR	Outdated	6 years	Scrap
2UA3161CBC	HP Compaq Elite 8300 Small Form Factor	Outdated	8 years	Scrap
2UA5152FLF	HP ProDesk 600 G1 SFF	Outdated	6 years	Scrap
28332630 3703147	Sony PCG-993L LAPTOP	Broken	unknown	Scrap
2TK944Z220	HP UltraSlim Docking Station	Broken	1 year	Scrap
2UA5341H9V	HP EliteDesk 800 G1 USDT	Outdated	6 years	Scrap
2UA5371JRS	HP EliteDesk 800 G1 USDT	Outdated	6 years	Scrap
2UA5341HBF	HP EliteDesk 800 G1 USDT	Outdated	6 years	Scrap
2UA5371KH7	HP EliteDesk 800 G1 USDT	Outdated	6 years	Scrap
2UA5241KZZ	HP ProDesk 600 G1	Outdated	6 years	Scrap
<b>Department Head</b>			<b>Recommended Disposition</b>	
<b>Approval Signatures</b>				
If Fleet maintained equipment, Fleet Services must approve removal from service			<b>Recommended Disposition</b>	
If Computer or other electronic equipment, IT must approve removal from service			<b>Recommended Disposition</b>	
<b>Treasurer</b>				
<b>County Judge / Executive</b>				

Return completed form to Purchasing Manager in Treasurer's Office