

## MEMORANDUM

**DATE:** November 8, 2022  
**TO:** Kenton County Fiscal Court  
**FROM:** Holly Hill, Purchasing Manager  
**RE:** Surplus

The Kenton County Purchasing Department is requesting permission from the Kenton County Fiscal Court to surplus a Horse Trailer for the Kenton County Animal Services. This item will be sold on GovDeals.com.

This recommendation was discussed and confirmed by Kenton County Animal Services, Kelsey Maccombs.

## 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.

Department: <span style="float: right;">Animal Services</span>		Current Location: <span style="float: right;">Fleet Garage</span>		
Contact: <span style="float: right;">Kelsey Maccombs</span>		Phone: <span style="float: right;">215-734-9628</span>		
Asset Number / Inventory Tag Number	Description	Condition	Approximate Age	Special Notes and Recommendation (Scrap / Surplus)
AS-2	Horse trailer	Poor		Surplus to GovDeals
Approval Signatures		Department Head		Recommended Disposition
		<i>[Signature]</i>		SURPLUS to GovDeals
If Fleet maintained equipment, Fleet Services must approve removal from service				Recommended Disposition
		<i>[Signature]</i> 10/25/22		
If Computer or other electronic equipment, IT must approve removal from service				Recommended Disposition
Treasurer				
County Judge / Executive				

Return completed form to Purchasing Manager in Treasurer's Office