

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 various File Cabinets for the Kenton County Police Department. These items are in very poor condition and they will be scrapped.

This recommendation was discussed and confirmed by Kenton County Police Chief, Spike Jones.

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: Police Department		Current Location: At Police Department		
Contact: Capt. Gary Helton		Phone: 859-392-1953		
Asset Number / Inventory Tag Number	Description	Condition	Approximate Age	Special Notes and Recommendation (Scrap / Surplus)
	4 file cabinets (Tan) no county tag	Very Poor	15 years	Recommend scrap
1808	file cabinet (Tan)	Very Poor	15 years	Recommend scrap
14707	file cabinet (Gary)	Very Poor	20 years	Recommend scrap
403	Two Door Supply Cabinet (black)	Very Poor	15 years	Recommend scrap
431	Two Door Supply Cabinet (black)	Very Poor	15 years	Recommend scrap
260	Two Door Supply Cabinet (Tan)	Very Poor	15 years	Recommend scrap
264	Two Door Supply Cabinet (Tan)	Very Poor	15 years	Recommend scrap
Approval Signatures		Department Head <i>Christopher de Hadda</i>		Recommended Disposition <i>Scrap all listed items</i>
If Fleet maintained equipment, Fleet Services must approve removal from service				Recommended Disposition
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