

MEMORANDUM

DATE: May 23, 2023
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 items for the Kenton County Detention Center. These items will either be sold on GovDeals.com or will be scrapped.

This recommendation was discussed and confirmed by Kenton County Jailer, Marc Fields.

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:		Current Location:		
Detention Center		3000 Decker Crane Ln		
Contact:		Phone:		
Jailer Marc Fields				
Asset Number / Inventory Tag Number	Description	Condition	Approximate Age	Special Notes and Recommendation (Scrap / Surplus)
	10 basic buddies training dummies (CPR)	old/out of date but usable		
	2 large red bags to carry CPR dummies in	fair		
	4 O2 tanks with backpack carriers	very old		
	1 small O2 tank	very old		
Department Head		Recommended Disposition		
Approval Signatures		<i>Marc J. Fields</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