

## MEMORANDUM

**DATE:** July 25, 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 an Adoption Trailer for the Kenton County Animal Shelter. These items will be sold on GovDeals.com.

This recommendation was discussed and confirmed by Animal Services Director, 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: <b>Animal Services</b>		Current Location: <b>ANIMAL SERVICES</b>		
Contact: <b>KELSEY MACCOMBS</b>		Phone: <b>215 734 9628</b>		
Asset Number / Inventory Tag Number	Description	Condition	Approximate Age	Special Notes and Recommendation (Scrap / Surplus)
	<b>ADOPTION TRAILER</b>	<b>GOOD</b>		<b>SURPLUS</b>
Approval Signatures		Department Head <b>[Signature]</b>	Recommended Disposition <b>SURPLUS</b>	
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

