

MEMORANDUM

DATE: August 15, 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 a DS75 3 Station Folder/Inserter and an IN-700DS Mailing Machine for the Kenton County Treasurer's Office. These items will be sold on GovDeals.com or scrapped.


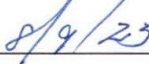
This recommendation was discussed and confirmed by Kenton County Treasurer, Roy Cox.

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 be sold in the annual auction held at Fleet Services.

Department: TRAASURY		Current Location: COMPLIANCE ROOM/TREASURY		
Contact:		Phone:		
Asset Number / Inventory Tag Number	Description	Condition	Approximate Age	Special Notes and Recommendation (Scrap / Surplus)
	DS75 3 STATION FOLDER/INSERTER	GOOD	11 YRS	TO BE SOLD ON GOVDEALS.COM/SCRAP
	WITH HIGH CAPACITY VERTICAL STACKER			
	IN-700DS MAILING MACHINE	GOOD	6 YRS	TO BE SOLD ON GOVDEALS.COM/SCRAP
Department Head		Recommended Disposition		
Approval Signatures		Recommended Disposition		
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