

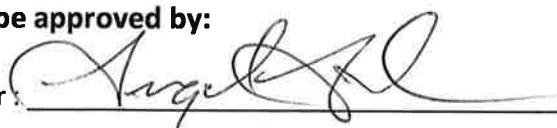
**SURPLUS ITEMS**  
For Council Meeting of 10/5/2021

Author: Tyler Lewis - IT Technician

ITEM	DEPT	MAKE	MODEL	SERIAL/VIN #	REASON	QUANTITY
Laptop	IT	Dell	Vostro 3750	8WQKTQ1	Bad Graphics card	1
Phone	PD	Verizon	Kyocera DuraVX	990006157540724	Old	1
Phone	PD	Verizon	Kyocera DuraVX	990006157593442	Old	1
Phone	PD	Verizon	Kyocera DuraVX	990006157593327	Old	1
Charger	PD	Verizon	MICRODUAL VPC-F	97738593058	Old	8
Phone case	PD	Verizon	SAMU680HOL		Old	5
Phone case	PD	Verizon	SAMU660HOL		Old	3
Phone	IT	Verizon	SCH-U660		Old	10
Phone	IT	Verizon	SCH-U680		Old	6
Phone	IT	Verizon	IHDT56KR1		Old	2
MiFi	PD	Verizon	MIFI8800L	990009318489252	Can't be activated	3
Phone	IT	Samsung	SM-G930V		Old	2
Phone	IT	Samsung	SM-G900V	990004905642215	Old	1
Desk phone	IT	Polycom	VVX 350	64167F6B004E	Not working	1
Phone	IT	Samsung	SM-G950U	359031086000611	Screen damaged/Locked	2
Tablet	IT	Apple	iPad A1460	DMPL2394F18W	Locked	1
Tablet	IT	Apple	iPad A1416	DYVHQ5VWDJ8R	Locked	1
Tablet	IT	Apple	iPad A1460	DMPL23GVF18W	Locked	1
Tablet	IT	Apple	iPad A1416	DMPJ27NJDVD3	Locked	1
Tablet	IT	Apple	iPad A1475	DLXN13ULF4YD	Locked	1
Phone	IT	Verizon	Droid Turbo		Old	1
Cassete Tape	IT	Maxwell	C90		Old	6
Tablet	IT	Apple	iPad A1460	DMPL22NAF18W	Locked	1
Tablet keyboard	IT	Logitech	Keyboard Folio	1622SY054LM8	No use	1
Laptop	IT	ASUS	T100TAM		Old/No chargers	4
Tablet/Laptop cases	IT	N/A	N/A	N/A	Outdated/No use	11
Misc. DVD's	HR	Kantola	Includes various educational HR related films.			-
Misc. cables	IT	N/A	Includes various power cables and connectors.			-
Cassete Transcriber	HR	Sony	M-2020	101969	Old	1
Tablet	IT	Microsoft	1824	10387283451	Touch not working	1
UPS	IT	APC	ES 550	4B1123P67449	Making buzzing noise	2
Phone	PD	Samsung	SM-G950U	358330084615756	Will not charge	1
Laptop	PW	Toshiba	Satellite C70D-B	6F036098U	Old	1

Surplus must be approved by:

IT Adminsitrator:




Warehouse Coordinator: \_\_\_\_\_

### SURPLUS REQUEST

- 1. Locate item(s) on Department's Fixed Asset List. (The Fixed Asset List has been provided to each Department Head)
- 2. Complete information requested below for each item surplused. (Be sure to include the Asset # and the City ID # along with the other information requested below.)
- 3. Attach completed copy to your Staff Report and Submit to Council for approval.
- 4. After approval by Council, provide the Finance Department a copy of your Staff Report and the Surplus Request Form.

DEPT:	CUSTODY CODE	ASSET #	CITY ID #	ASSET DESCRIPTION	YEAR	MAKE	MODEL #	VIN # or SERIAL #	SURPLUS CODE
PARKS			PW-11	Pressure Washer #11	2017	North Star	Honda GX160	15781120F	O
Parks			PW-12	Pressure Washer #12	2019	North Star	Honda GX160	D04190215	O
Parks			M-617	Zero Turn Mower	2008	Scag	STT61V 27KA	D7600214	O

Department Head Signature:  \_\_\_\_\_

DATE: 10/11/21

**SURPLUS CODES:**  
O = OBSOLETE  
D = DAMAGED  
D/S = DESTROY

**Note:** All computer hard drives must be removed before item is surplused.  
Make sure items to be resold do NOT contain confidential information.