



CITY OF MERIDIAN

DEPARTMENT

Information Technology

DEPARTMENT CONTACT

Jen Robbins, Administrative Assistant

PROPERTY INFORMATION FORM

CITY TAG #	DESCRIPTION	LOCATION
See Attached	Computers, Printers, Switches, Projectors & Routers	IT Basement Storage

MODEL	MANUFACTURER	SERIAL / VIN #
See Attached	See Attached	See Attached

ACQUISITION DATE	ORIGINAL COST	VENDOR	LIFESPAN
See Attached	See Attached	See Attached	

PROPERTY DISPOSAL AUTHORIZATION

DISPOSAL METHODS	Give a brief description of how you plan on disposing the asset
☐ Auction/Sell	We plan to donate these items to Computers for Kids.
☒ Donation/Transfer	
☐ Trade In	
☐ Discard/Recycle	

***Please remove all identifying logos prior to disposal*

REASON FOR DISPOSAL OF PROPERTY

Items have been decommissioned.

CONDITION OF PROPERTY TO BE DISPOSED

Poor

Department Designee Approval

12/19/2022

Date

APPROVED

By Todd Lavoie at 1:09 pm, Dec 19, 2022

Finance Reviewed

Date

FOR FINANCE USE ONLY

FA#	GL Code:
Resolution No.:	Approved by Council Date:
Final Disposition of Property:	

Instructions for submitting Property Disposal Request:

A. Department will obtain a signature for approval of Department Designee.

B. Send to Finance Department (Accountant) for review and signature.

C. Finance (Accountant) will return a copy of the approved form to the Department so they can proceed with disposal.

* The Department will remove all identifying logos prior to disposal if applicable.

*** Any fixed assets that is to be disposed or sold without public notice, public sale, or at auction must be authorized by City Council resolution prior to disposal or sale.**

a. Finance (Accountant) will send copy of signed disposal request to Legal (Legal Services Support Manager) and Department for Resolution draft. Department will coordinate with Legal (Legal Services Support Manager); add Disposal Form and Resolution draft to next available Council Agenda using Agenda Manager Software.

E. The Department will contact the auction company or donating agency to arrange pick up.

F. Once the property is disposed of, Finance will note on the form the Final Disposition of Property and will delete item from the Fixed Asset Listing. Departments will note the disposition on their Inventory Listing.

G. Finance and/or Department will notify Legal to remove item from insurance policy
See [Fixed Asset Policy](#) for more information

See [Disposal Flowchart](#) for more information