

EXHIBIT A



CITY OF MERIDIAN

DEPARTMENT
Information Technology

DEPARTMENT CONTACT
Jen Robbins

PROPERTY INFORMATION FORM

CITY TAG #	DESCRIPTION	LOCATION
See Attached	See Attached + hundreds of old ShoreTel & Mitel Phones	Basement Storage

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

ACQUISITION DATE	ORIGINAL COST	VENDOR	LIFESPAN
See Attached	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

Decommissioned equipment

CONDITION OF PROPERTY TO BE DISPOSED

Fair

10/3/2023

Department Designee Approval

Date

Finance Reviewed

10/5/23

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

Asset Tag	Description	MFG	Vendor	Model	Serial No	Cost	Acq Date
180196	iPad	Apple	SCW	iPad 32GB Wi-Fi + Cellular	DMQWJDEGJF88	521.22	06/12/2018
09660	Appliance	CradlePoint	Premier Wireless Solutions	CBA750BLE-VZ ARC Series 3G/4G LTE; Verizon	MM130138300062	520.00	10/29/2013
190177-0001	MDT	Motion Computing	Zones	Motion F5m	K1JFAG000013	4366.00	01/14/2019
100840	Printer	HP	Office Max	LaserJet M551dn	CNCCF7J1Q9	661.64	09/25/2013
0	Phone	Shortel	N/A	480G	N/A	N/A	N/A
0	Phone	Shortel	N/A	280	N/A	N/A	N/A
0	Monitor	HP	N/A	E177FP	N/A	N/A	N/A
0	Monitor	Dell	N/A	ST2410b	N/A	N/A	N/A
0	Monitor	Dell	N/A	ST2410b	N/A	N/A	N/A
180194	iPad	Apple	SCW	iPad 32GB Wi-Fi + Cellular	DMPWLEQBJF88	521.22	06/12/2018
160155	iPad	Apple	CDWG	iPad Pro 32GB WiFi	DMPRH7GGH1M9	543.10	06/22/2016
180053	Desktop	HP	CDWG	Prodesk 600 G3	MXL741204V	825.00	10/19/2017
180136	iPad	Apple	Insight Public Sector	iPad 32GB Wi-Fi + Cellular	GG7W47DAHLJ	429.00	02/28/2018
170226	iPad	Apple	B&H Photo	iPad Pro 32GB WiFi/Cellular	DMPT611JGXPX	659.00	03/01/2017
180188	iPad	Apple	SCW	iPad 32GB Wi-Fi + Cellular	DMPWLKA8JF88	521.22	06/12/2018
180187	iPad	Apple	SCW	iPad 32GB Wi-Fi + Cellular	DMPWF82HJF88	521.22	06/12/2018
180189	iPad	Apple	SCW	iPad 32GB Wi-Fi + Cellular	DMPWLJH1JF88	521.22	06/12/2018
109125	Scanner	Canon	Dell	DR-6010C	FB329424	2135.99	04/01/2015
100353	Scanner	Canon	None	ImageFormula DR-4010c	DW308487	900.00	10/01/2014
109100	Scanner	Canon	Dell	DR-6010C	M11072	1918.78	01/09/2015
170133	Scanner	Canon	VLCM	DR-6010C	21FB334689	1851.84	12/12/2016
170134	Scanner	Canon	VLCM	DR-6010C	21FB334132	1851.84	12/12/2016
210135	Scanner	Canon	Amazon	DR-6010C		1999.00	09/30/2021
0	Thin Client	Terryza	N/A	W5 Pro	N/A	N/A	N/A
180096	Laptop	HP	CDWG	Elitebook 840 G4	5CG7425L0H	1475.00	11/06/2017

109116	Printer	HP	SCW	LaserJet Pro 400 M451nw	CNDG152630	224.95	03/15/2015
180226	Desktop	HP	CDWG	Prodesk 600 G3	MXL8241W75	825.00	06/14/2018
0	Phone	Shortel	N/A	230	N/A	N/A	N/A
0	Phone	ShorTel	N/A	ShorTel 230		N/A	N/A
0	Phone	Shortel	N/A	565	N/A	N/A	N/A
0	Monitor	Viewsonic	N/A			N/A	N/A
0	Monitor	Viewsonic	N/A			N/A	N/A
0	Phone	Shortel	N/A	265	N/A	N/A	N/A
0	Router	juniper	N/A	mag2600		N/A	N/A
0	Switch	HP	N/A	Procurve 2824		N/A	N/A
0	Monitor	HP	N/A	v244h	N/A	N/A	N/A
0	Laptop	HP	N/A	HP 255 G8	CND108601N	N/A	N/A
0	Phone	Shortel	N/A	230	N/A	N/A	N/A
0	Phone	Shortel	N/A	230	N/A	N/A	N/A
0	Phone	ShoreTel	N/A	ShoreTel 265		N/A	N/A
0	Phone	Shortel	N/A	230	A599-1004-02	N/A	N/A
0	Tablet	Microsoft Surface	N/A	1876	057340202453	N/A	N/A
0	Tablet	Microsoft Surface	N/A	1876	057296602453	N/A	N/A
0	Desktop	Lenovo	N/A	ideacentre AIO 300- 23ISU	P9015GKA	N/A	N/A
0	Desktop	Lenovo	N/A	ideacentre A340 - 22AST	MJ0BTS0Q	N/A	N/A
0	Camera	Axis	N/A	P3364-L	ACCC8E738EBC	N/A	N/A
0	Desktop	Lenovo	N/A	ThinkCentre M70a (11CK)	MJ0EAHZW	N/A	N/A



CITY OF MERIDIAN

DEPARTMENT

Information Technology

DEPARTMENT CONTACT

Jen Robbins, Ext. 1497

PROPERTY INFORMATION FORM

CITY TAG #	DESCRIPTION	LOCATION
See attached	iPads	IT

MODEL	MANUFACTURER	SERIAL / VIN #
iPad	Apple	See attached

ACQUISITION DATE	ORIGINAL COST	VENDOR	LIFESPAN
See attached	See attached	See attached	5 years

PROPERTY DISPOSAL AUTHORIZATION

DISPOSAL METHODS	Give a brief description of how you plan on disposing the asset
☐ Auction/Sell	We would like to donate these 4 iPads to the Ada County Humane Society.
☒ Donation/Transfer	
☐ Trade In	
☐ Discard/Recycle	

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

REASON FOR DISPOSAL OF PROPERTY

These iPads were decommissioned and replaced with new equipment this year.

CONDITION OF PROPERTY TO BE DISPOSED

Fair

Department Designee Approval

9/28/2023

Date

Finance Reviewed

10/5/23

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

Asset Tag	Manf.	Vendor	Model	Serial Number	Original Cost	Acq. Date
180191	Apple	SCW	iPad 32GB Wi-Fi + Cellular	DMPWF76MJF88	\$521.22	6/12/2018
180195	Apple	SCW	iPad 32GB Wi-Fi + Cellular	DMPWLKBEJF88	\$521.22	6/12/2018
180203	Apple	SCW	iPad 32GB Wi-Fi + Cellular	DMPWLEHZJF88	\$521.22	6/12/2018
180200	Apple	SCW	iPad 32GB Wi-Fi + Cellular	DMPWLEUZJF88	\$521.22	6/12/2018