

EXHIBIT A
2025 HR Items for Donation

Binders

20x - 1 Inch Binders

16x - 1.5 Inch Binders

34x - 2 Inch Binders

92x - 3 Inch Binders

Portfolios/Folders

- 102 assorted portfolio and folders

File Cabinets

- 2x Large File Cabinets with pullout drawers
- 1x Medium/Small damaged file cabinet with pullout drawers
- 2x Large Lateral slide out cabinet with drawers

*The filing cabinets mentioned above do not have asset tags because they were removed from HR's inventory list earlier this year. This decision was made based on the policy/procedure for inventory records, which excludes items valued below the \$500 threshold.



CITY OF MERIDIAN

DEPARTMENT
Human Resources
DEPARTMENT CONTACT
Hannah Habig

PROPERTY INFORMATION FORM

CITY TAG #	DESCRIPTION	LOCATION
N/A	Cabinets, binders, and portfolios/folders.	HR Department

MODEL	MANUFACTURER	SERIAL / VIN #
N/A	N/A	N/A

ACQUISITION DATE	ORIGINAL COST	VENDOR	LIFESPAN
10+ years for the majority of the items.	N/A	N/A	N/A

PROPERTY DISPOSAL AUTHORIZATION

DISPOSAL METHODS	Give a brief description of how you plan on disposing the asset
Auction/Sell	We have made every effort to repurpose these surplus items by first offering them to all other departments, but no one expressed a need. Additionally, we reached out to the West Ada School District, which accepted some items but not all. To ensure the remaining items are put to good use, we plan to donate them to the Idaho Youth Ranch, which has confirmed they will accept our donation.
<u>Donation/Transfer</u>	
Trade In	
Discard/Recycle	

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

REASON FOR DISPOSAL OF PROPERTY

The HR Department and other departments within the city have no use of these assets.

CONDITION OF PROPERTY TO BE DISPOSED

A mix of used and gently used items.


Department Designee Approval

02/25/25
Date

Jesse Alvarez
Finance Reviewed

2/24/2025
Date