

EXHIBIT A



CITY OF MERIDIAN

DEPARTMENT

Information Technology

DEPARTMENT CONTACT

Jen Robbins

PROPERTY INFORMATION FORM

CITY TAG #	DESCRIPTION	LOCATION
See attached	See attached	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	

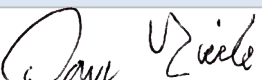
***Please remove all identifying logos prior to disposal*

REASON FOR DISPOSAL OF PROPERTY

Decommissioned Equipment

CONDITION OF PROPERTY TO BE DISPOSED

Fair


Department Designee Approval

6/4/24

Date


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

Asset Tag	Description	MFG	Vendor	Model	Serial No	Working	Cost	Acq Date
190067	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514WP	Yes	927.50	11/13/2018
190077	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514WD	Yes	927.50	11/13/2018
180064	Desktop	HP	CDWG	Prodesk 600 G3	MXL741205F	Yes	825.00	10/19/2017
180226	Desktop	HP	CDWG	Prodesk 600 G3	MXL8241W75	Yes	825.00	06/14/2018
190065	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514WV	Yes	927.50	11/13/2018
150108	UPS	APC	CDWG	Smart-UPS 1500 (SUA1500RM2U)	SAS1529322376	Yes	596.32	09/08/2015
180216	Desktop	HP	CDWG	Prodesk 600 G3	MXL8241W73	Yes	825.00	06/14/2018
190081	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514WR	Yes	927.50	11/13/2018
180234	iPad	Apple	SCW	iPad Pro 10.5" 256GB	SDMPWL9VRHPDV	Yes	864.44	07/30/2018
180115	Server	Nutanix	Advanced Systems Group	NX-6155-G5-2680v4	17SM52450109	Yes	29210.00	11/01/2017
180116	Server	Nutanix	Advanced Systems Group	NX-6155-G5-2680v4	17SM52420272	Yes	29210.00	11/01/2017
200162	Tablet	Microsoft	SCW	Surface Pro 6	000319191153	Yes	1226.38	03/09/2020
100874	Scanner	Canon	CDWG	DR-M160 Document Scanner	FQ311629	No	861.44	03/10/2014
190086	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514X2	Yes	927.50	11/13/2018
180215	Desktop	HP	CDWG	Prodesk 600 G3	MXL8241W76	Yes	825.00	06/14/2018
190080	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514XB	Yes	927.50	11/13/2018
180114	Server	Nutanix	Advanced Systems Group	NX-6155-G5-2680v4	17SM52450192	Yes	29210.00	11/01/2017
100814	Printer	HP	Office Max	LaserJet 1606dn	VND3B48499	No	175.00	10/01/2013
180113	Server	Nutanix	Advanced Systems Group	NX-6155-G5-2680v4	17SM52450189	Yes	29210.00	11/01/2017
180112	Server	Nutanix	Advanced Systems Group	NX-6155-G5-2680v4	17SM52450193	Yes	29210.00	11/01/2017
180111	Server	Nutanix	Advanced Systems Group	NX-6155-G5-2680v4	17SM52450190	Yes	29210.00	11/01/2017
180110	Server	Nutanix	Advanced Systems Group	NX-6155-G5-2680v4	17SM52450108	Yes	29210.00	11/01/2017
180109	Server	Nutanix	Advanced Systems Group	NX-6155-G5-2680v4	17SM52450110	Yes	29210.00	11/01/2017
190170	Laptop	HP	CDWG	ProBook 640 G4	5CG852460W	Yes	1439.50	01/09/2019
190073	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514XM	Yes	927.50	11/13/2018
190074	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514X1	Yes	927.50	11/13/2018

190105	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514XJ	Yes	927.50	11/13/2018
190075	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514X6	Yes	927.50	11/13/2018
190072	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514XV	Yes	927.50	11/13/2018
190172	Laptop	HP	CDWG	ProBook 640 G4	5CG85245LM	Yes	1439.50	01/09/2019
190171	Laptop	HP	CDWG	ProBook 640 G4	5CG85245FP	Yes	1439.50	01/09/2019
190083	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514XW	Yes	927.50	11/13/2018
190174	Laptop	HP	CDWG	ProBook 640 G4	5CG852460C	Yes	1439.50	01/09/2019
180156	Laptop	HP	CDWG	Elitebook 840 G4	5CG8170FPV	Yes	1475.00	05/01/2018
190168	Laptop	HP	CDWG	ProBook 640 G4	5CG85245DB	Yes	1439.50	01/09/2019
190166	Laptop	HP	CDWG	ProBook 640 G4	5CG85246XN	Yes	1439.50	01/09/2019
190169	Laptop	HP	CDWG	ProBook 640 G4	5CG852469V	Yes	1439.50	01/09/2019
190084	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514X7	Yes	927.50	11/13/2018
190173	Laptop	HP	CDWG	ProBook 640 G4	5CG852460P	Yes	1439.50	01/09/2019
190113	Wireless Router	Tempered Networks	Optiv	HIPs-100gs-V Wireless Router	101C201002B5	Yes	715.93	11/09/2018
190165	Laptop	HP	CDWG	ProBook 640 G4	5CG85245G8	Yes	1439.50	01/09/2019
190082	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514WN	Yes	927.50	11/13/2018
180251	Laptop	HP	CDWG	Elitebook 840 G4	5CG8340RXZ	Yes	1475.00	08/13/2018
100363	Switch	ShoreTel	VLCM	ShoreGear 220 T1A	T1AJ11031AE4CD	Yes	2700.00	01/01/2010
100763	Switch	ShoreTel	VLCM	ShoreGear T1k	T1KJ08210CB7FC	Yes	2700.00	09/25/2010
100911	Switch	ShoreTel	VLCM	ShoreGear 220 T1A	T1AF1150233C46	Yes	2700.00	09/25/2008
190108	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514W9	Yes	927.50	11/13/2018
190153	Laptop	HP	CDWG	ProBook 640 G4	5CG85245CR	Yes	1439.50	01/09/2019
190162	Laptop	HP	CDWG	ProBook 640 G4	5CG85245NG	Yes	1439.50	01/09/2019
190099	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514X8	Yes	927.50	11/13/2018
190098	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514XS	Yes	927.50	11/13/2018
190085	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514WW	Yes	927.50	11/13/2018
190161	Laptop	HP	CDWG	ProBook 640 G4	5CG85245CH	Yes	1439.50	01/09/2019
200070	Desktop	HP	CDWG	Prodesk 600 G5	MXL9423GLP	Yes	920.00	10/11/2019
200003	Tablet	Microsoft	SCW	Surface Pro LTE	046920792153	Yes	1563.89	10/04/2019
200010	Tablet	Microsoft	SCW	Surface Pro 6	016124792253	Yes	1398.69	10/04/2019
190187	Laptop	HP	CDWG	ProBook 640 G4	5CG903350MF	Yes	1439.50	02/06/2019
150000	Tablet	Microsoft	GovConnection	Surface Pro 3	005071144853	Yes	1399.99	04/23/2015
190102	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514WG	Yes	927.50	11/13/2018
190101	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514WT	Yes	927.50	11/13/2018
200004	Tablet	Microsoft	SCW	Surface Pro 6	015667392253	Yes	1398.69	10/04/2019
190160	Laptop	HP	CDWG	ProBook 640 G4	5CG85246F4	Yes	1439.50	01/09/2019

190158	Laptop	HP	CDWG	ProBook 640 G4	5CG85245C6	Yes	1439.50	01/09/2019
190064	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514XC	Yes	927.50	11/13/2018
200008	Tablet	Microsoft	SCW	Surface Pro 6	015687192253	Yes	1398.69	10/04/2019
200012	Tablet	Microsoft	SCW	Surface Pro 6	016181492253	Yes	1398.69	10/04/2019
200007	Tablet	Microsoft	SCW	Surface Pro 6	010214692253	Yes	1398.69	10/04/2019
190190	Laptop	HP	CDWG	ProBook 640 G4	5CG85245D1	Yes	1439.50	01/09/2019
200006	Tablet	Microsoft	SCW	Surface Pro 6	007126592553	Yes	1398.69	10/04/2019
100271	Thin Client	HP	HP	Retired Product	CNV8320601	Yes	0.00	01/23/2023
190159	Laptop	HP	CDWG	ProBook 640 G4	5CG85245F5	Yes	1439.50	01/09/2019
200045	Desktop	HP	CDWG	Prodesk 600 G5	MXL9423GL1	Yes	920.00	10/11/2019
0	Switch	HP	N/A	Procurve 2915	CN00B030NZ	Yes	N/A	N/A
190092	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514XD	Yes	927.50	11/13/2018
200091	Tablet	Microsoft	SCW	Surface Pro 6	016096692253	Yes	1398.69	10/04/2019
200009	Tablet	Microsoft	SCW	Surface Pro 6	016175192253	Yes	1398.69	10/04/2019
200002	Tablet	Microsoft	SCW	Surface Pro 6	009572592253	Yes	1398.69	10/04/2019
0	Monitor	dell	N/A	OLD	n/a	No	N/A	N/A
170193	Accessory	Pearl	VLCM	Epiphan Video Mobile Streaming	ED7DAAA0	No	4558.13	12/05/2016
170131	Accessory	Pearl	VLCM	Epiphan Video Mobile Streaming	EDEB6336	No	4558.13	12/05/2016
180199	iPad	Apple	SCW	iPad 32GB Wi-Fi + Cellular	DMPWJW8KJF88	Yes	521.22	06/12/2018
180209	Desktop	HP	CDWG	Prodesk 600 G3	MXL8241W72	Yes	825.00	06/14/2018
0	Monitor	dell	N/A	OLD	n/a	No	N/A	N/A
0	Monitor	dell	N/A			No	N/A	N/A
190199	Laptop	HP	CDWG	ProBook 640 G4	5CG85245DK	Yes	1439.50	01/09/2019
0	UPS	APC	N/A	BR1000		Yes	N/A	N/A
109016	UPS	APC	SCW	UPS SUA1500R2X180	WS1028156129	Yes	1500.00	07/15/2010
100945	UPS	APC	SCW	Smart-UPS 1500 (SUA1500RM2U)	AS0823130275	Yes	1500.00	08/19/2008
300093	UPS	APC	SCW	Smart-UPS 1500 (SUA1500RM2U)	AS1108230146	Yes	800.00	10/01/2010
0	Monitor	Viewsonic	N/A	VA2231wm	n/a	Yes	N/A	N/A
0	Monitor	Viewsonic	N/A	VA2231wm	n/a	Yes	N/A	N/A
190071	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514WX	Yes	927.50	11/13/2018
190095	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514XL	Yes	927.50	11/13/2018
190070	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514X0	Yes	927.50	11/13/2018

190093	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514WY	Yes	927.50	11/13/2018
190078	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514WH	Yes	927.50	11/13/2018
190062	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514WF	Yes	927.50	11/13/2018
190079	Desktop	HP	CDWG	ProDesk 600 G4	MXL84514WJ	Yes	927.50	11/13/2018
0	Desktop	Lenovo	N/A	ThinkCentreM70a	MJ0EAHZW	No	N/A	N/A
0	Printer	HP	N/A	laser jet 477FNW		Yes	N/A	N/A