



CITY OF MERIDIAN

DEPARTMENT
Information Technology
DEPARTMENT CONTACT
Stephanie Olendorff

PROPERTY INFORMATION FORM

CITY TAG #	DESCRIPTION	LOCATION
See attached	Computers	IT

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

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

Addition (No additional information required)

PROPERTY DISPOSAL AUTHORIZATION

DISPOSAL METHODS	Give a brief description of how you plan on disposing the asset
<input type="checkbox"/> Auction/Sell	West Ada School District.
<input checked="" type="checkbox"/> Donation/Transfer	
<input type="checkbox"/> Trade In	
<input type="checkbox"/> Discard/Recycle	

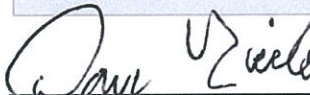
**Please remove all identifying logos prior to disposal

REASON FOR DISPOSAL OF PROPERTY

Items have been decommissioned.

CONDITION OF PROPERTY TO BE DISPOSED

Poor

 7/28/20

Department Designee Approval Date

 7/28/20

Finance Reviewed Date

 7/28/20

Mayor Approval Date

FOR FINANCE USE ONLY

FA# N/A	GL Code: N/A
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 route to Mayor for approval if needed.

D. 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.

*** 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 will notify Legal to remove item from insurance policy

See [Purchasing Policy](#) for more information

See [Disposal Flowchart](#) for more information

Asset Tag	Description	IMFG	Vendor	Model	Serial No	Dept	Cost	Acq Date	Disposal Method
100993	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTK	Finance	986.70	10/01/2014	West Ada School District
100990	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1W	City Clerk	986.70	10/01/2014	West Ada School District
100978	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y21	Police	986.70	10/01/2014	West Ada School District
109019	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YV9	Police	986.70	10/01/2014	West Ada School District
100997	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YVG	Police	986.70	10/01/2014	West Ada School District
100995	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y28	Police	986.70	10/01/2014	West Ada School District
109057	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1Y	Police	986.70	10/01/2014	West Ada School District
100970	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YVD	Police	986.70	10/01/2014	West Ada School District
109026	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YV8	Police	986.70	10/01/2014	West Ada School District
109023	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YT5	Police	986.70	10/01/2014	West Ada School District
100979	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YV2	Legal	986.70	10/01/2014	West Ada School District
109025	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTQ	MUBS	986.70	10/01/2014	West Ada School District
100988	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTL	Police	986.70	10/01/2014	West Ada School District
109020	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTX	Police	986.70	10/01/2014	West Ada School District
109017	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTT	Police	986.70	10/01/2014	West Ada School District
109056	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTJ	Parks	986.70	10/01/2014	West Ada School District
109058	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTG	Fire	986.70	10/01/2014	West Ada School District
109033	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTP	Fire	986.70	10/01/2014	West Ada School District
109044	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YV1	Fire	986.70	10/01/2014	West Ada School District
109018	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1B	Fire	986.70	10/01/2014	West Ada School District
109051	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1X	Fire	986.70	10/01/2014	West Ada School District
100999	Desktop	HP	VLCM	Prodesk 600 G1	2YA4400YV0	Fire	986.70	10/01/2014	West Ada School District
100983	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTM	Fire	986.70	10/01/2014	West Ada School District
100977	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y27	Public Works	986.70	10/01/2014	West Ada School District
109031	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YT3	Building	986.70	10/01/2014	West Ada School District
109041	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1Z	Building	986.70	10/01/2014	West Ada School District
100971	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YVB	Parks	986.70	10/01/2014	West Ada School District
100984	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1H	Police	986.70	10/01/2014	West Ada School District
100985	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTC	Parks	986.70	10/01/2014	West Ada School District
109059	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTY	Public Works	986.70	10/01/2014	West Ada School District
109022	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTH	Fire	986.70	10/01/2014	West Ada School District
100972	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YVH	Planning	986.70	10/01/2014	West Ada School District
109040	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1L	IT	986.70	10/01/2014	West Ada School District

109048	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1V	IT	986.70	10/01/2014	West Ada School District
100976	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YT2	Mayors Office	986.70	10/01/2014	West Ada School District
109032	Desktop	HP	VLCM	Prodesk 600 G1	2A4400Y1S	MUBS	986.70	10/01/2014	West Ada School District
109052	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y26	IT	986.70	10/01/2014	West Ada School District
109030	Desktop	HP	VLCM	Prodesk 600 G1	2YA4400YVK	Fire	986.70	10/01/2014	West Ada School District
109029	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1D	Parks	986.70	10/01/2014	West Ada School District
100981	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YV6	Public Works	986.70	10/01/2014	West Ada School District
100969	Desktop	HP	VLCM	Prodesk 600 G1	2YA4400YT9	Police	986.70	10/01/2014	West Ada School District
100968	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YT6	Parks	986.70	10/01/2014	West Ada School District
100996	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1F	City Clerk	986.70	10/01/2014	West Ada School District
109043	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YM1	WWTP	986.70	10/01/2014	West Ada School District
109034	Desktop	HP	VLCM	Prodesk 600 G1	2UYA4400YTS	Police	986.70	10/01/2014	West Ada School District
100974	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1C	Police	986.70	10/01/2014	West Ada School District
109053	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1R	Police	986.70	10/01/2014	West Ada School District
100998	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTB	Police	986.70	10/01/2014	West Ada School District
109024	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1K	Police	986.70	10/01/2014	West Ada School District
109046	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y23	Police	986.70	10/01/2014	West Ada School District
100992	Desktop	HP	VLCM	Prodesk 600 G1	2YA4400YTZ	Police	986.70	10/01/2014	West Ada School District
100994	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YV3	Police	986.70	10/01/2014	West Ada School District
109045	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400TYV	IT	986.70	10/01/2014	West Ada School District
109042	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1N	IT	986.70	10/01/2014	West Ada School District
100986	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YVC	Police	986.70	10/01/2014	West Ada School District
109028	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1G	Police	986.70	10/01/2014	West Ada School District
109038	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y19	Police	986.70	10/01/2014	West Ada School District
109047	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YV7	Building	986.70	10/01/2014	West Ada School District
100982	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YVF	MUBS	986.70	10/01/2014	West Ada School District
109027	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTN	Police	986.70	10/01/2014	West Ada School District
109036	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y25	Police	986.70	10/01/2014	West Ada School District
109021	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTD	Building	986.70	10/01/2014	West Ada School District
100980	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTW	IT	986.70	10/01/2014	West Ada School District
100987	Desktop	HP	VLCM	Prodesk 600 G1	2YA4400YTF	Planning	986.70	10/01/2014	West Ada School District
100975	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTR	Police	986.70	10/01/2014	West Ada School District
101000	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y22	Planning	986.70	10/01/2014	West Ada School District
100991	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1P	Building	986.70	10/01/2014	West Ada School District
109050	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y24	WWTP	986.70	10/01/2014	West Ada School District

100967	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1T	Water	986.70	10/01/2014	West Ada School District
109037	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YTB	Police	986.70	10/01/2014	West Ada School District
109035	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YV4	Police	986.70	10/01/2014	West Ada School District
109049	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y1Q	WWTP	986.70	10/01/2014	West Ada School District
109060	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400Y28	Police	986.70	10/01/2014	West Ada School District
109039	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YT7	HR	986.70	10/01/2014	West Ada School District
109054	Desktop	HP	VLCM	Prodesk 600 G1	2UA4400YT4	WWTP	986.70	10/01/2014	West Ada School District
DKWKP044D NQT	iPad	Apple	None	iPad 3rd Gen LTE (GSM/CDMA) (64 GB)	DKWKP044DNQT	Fire	0.00	10/01/2014	West Ada School District
109085	Laptop	HP	VLCM	ProBook 650 G1	5CG4413CC3	WWTP	1550.01	10/01/2014	West Ada School District
109065	Laptop	HP	VLCM	ProBook 650 G1	5CG44127ZK	Fire	1550.01	10/01/2014	West Ada School District
109079	Laptop	HP	VLCM	ProBook 650 G1	5CG44127XG	Public Works	1550.01	10/01/2014	West Ada School District
109072	Laptop	HP	VLCM	ProBook 650 G1	5CG44127YL	Building	1550.01	10/01/2014	West Ada School District
109069	Laptop	HP	VLCM	ProBook 650 G1	5CG44127YG	Public Works	1550.01	10/01/2014	West Ada School District
109070	Laptop	HP	VLCM	ProBook 650 G1	5CG44127W2	Public Works	1550.01	10/01/2014	West Ada School District
109084	Laptop	HP	VLCM	ProBook 650 G1	5CG44127WX	Building	1550.01	10/01/2014	West Ada School District
109071	Laptop	HP	VLCM	ProBook 650 G1	5CG44127X7	Police	1550.01	10/01/2014	West Ada School District
109083	Laptop	HP	VLCM	ProBook 650 G1	5CG44127X2	Parks	1550.01	10/01/2014	West Ada School District
109074	Laptop	HP	VLCM	ProBook 650 G1	5CG44127W6	Planning	1550.01	10/01/2014	West Ada School District
109075	Laptop	HP	VLCM	ProBook 650 G1	5CG44127XK	Legal	1550.01	10/01/2014	West Ada School District
109066	Laptop	HP	VLCM	ProBook 650 G1	5CG44127WB	WWTP	1550.01	10/01/2014	West Ada School District
150009	Laptop	HP	VLCM	ProBook 650 G1	5CG44127XS	WWTP	1550.01	10/01/2014	West Ada School District
109076	Laptop	HP	VLCM	ProBook 650 G1	5CG44127ZC	WWTP	1550.01	10/01/2014	West Ada School District
109073	Laptop	HP	VLCM	ProBook 650 G1	5CG44127WQ	Public Works	1550.01	10/01/2014	West Ada School District
150010	Laptop	HP	VLCM	ProBook 650 G1	5CG44127YS	WWTP	1550.01	10/01/2014	West Ada School District
109067	Laptop	HP	VLCM	ProBook 650 G1	5CG441286Y	Public Works	1550.01	10/01/2014	West Ada School District