



City of Fitchburg, Massachusetts

Procurement Department

DISPOSAL OF SURPLUS SUPPLIES AND EQUIPMENT

To: Mary Delaney, Chief Procurement Officer

Please submit one form per item or lot of same items

Item(s) Description: _____

Quantity: _____

Condition of Item(s): _____

Reason for Surplus: _____

Location of Item(s): _____

Good Faith Estimate of Value: _____

Is this Technology Related? _____

When does the item or lot need to be removed? _____

I hereby control and therefore declare the following item as surplus and request disposition:

Department Head

Date

Approved by:

Mayor Samantha Squailia

Date

Received and recorded by:

Purchasing Department

Date

*If approved by the Mayor, the form will be submitted to the Purchasing Department, recorded with the City Property Committee, and copied to the City Auditor for inventory and insurance purposes.

Purchasing Department Use Only

Item transferred to other department
 Item auctioned or placed for bid
 Recorded with Property Committee

Item disposed of (discarded)
 Payment received \$ _____
 Copied to City Auditor