TO: Mayor, Council Members and Mr. Brown  
FROM: Vanessa Cardenas, Purchasing Agent  
DATE: April 2, 2019  
RE: Disposal of Fixed Assets

The town is requesting permission to dispose of the following fixed assets:

<table>
<thead>
<tr>
<th>Library</th>
<th>Chair, Reception</th>
<th>Chair, Reception(2 red, 1 dark blue)</th>
<th>Desk, single pedestal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unused/Damaged</td>
<td>Unused/Damaged</td>
<td>Unused</td>
</tr>
</tbody>
</table>

Thank you.
REQUEST FOR DISPOSAL OF FIXED ASSETS
To be completed by Department of origin

1. Department: Library

2. Description of inventory: Chair, Reception (1 black)

3. Room #: 500

4. Barcode inventory #: N/A

5. Circle One: Green Yellow Red (see #5 under instructions for explanation)

6. Vendor (if known): ____________________

7. Manufacturer (if known): Global upholstery Co., Inc

8. Serial, Model or VIN # (if known) #: 69A7019


Employee requesting disposal/date

10. [Signature] 2-22-19

Department Head Signature/ date

11. __________________________

Purchasing Agent/ date

Please provide an explanation of any problems that exist with this item.

Item unused by the Library due to newer items. Damage on arm rests on chair on both sides.

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TO BE COMPLETED BY A MEMBER OF THE FIXED ASSET COMMITTEE
Date received: _______________ Storage location: _______________ By: ____________________

TO BE COMPLETED WHEN ITEM GOES TO AUCTION OR IS DISPOSED OF
State approval date: _______________ Disposal date: _______________

By: ____________________

Purchasing Agent/date
REQUEST FOR DISPOSAL OF FIXED ASSETS
To be completed by Department of origin

1. Department: Library

2. Description of inventory: Chair, Reception (2 red, 1 dark blue)

3. Room #: 500

4. Barcode inventory #: 005970, 005972, one does not have a barcode number

5. Circle One: Green Yellow Red (see #5 under instructions for explanation)

6. Vendor (if known): United Chair Co., Inc. →

7. Manufacturer (if known):

8. Serial, Model or VIN #: (if known) #2220001


Employee requesting disposal/date

10. [Signature] 2/25/2019

Department Head Signature/ date

11. [Signature] Purchasing Agent/ date

Please provide an explanation of any problems that exist with this item:

Items unused by the Library due to newer items. Barcode 005970 has fading and worn edges on the seat pad. Barcode 005972 has damage on the underside of seat.

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TO BE COMPLETED BY A MEMBER OF THE FIXED ASSET COMMITTEE

Date received: ______________ Storage location: ______________ By: ______________

TO BE COMPLETED WHEN ITEM GOES TO AUCTION OR IS DISPOSED OF

State approval date: ______________ Disposal date: ______________

By: __________________________

Purchasing Agent/date
REQUEST FOR DISPOSAL OF FIXED ASSETS

1. Department: 

2. Description of inventory: Desk, single pedestal

3. Room #: 430

4. Barcode inventory #: N/A

5. Circle One: Green

6. Vendor (if known): N/A

7. Manufacturer (if known): N/A

8. Serial, Model or VIN (if known): N/A

9. Employee requesting disposal/date: 2-22-19

10. Purchasing Agent/date: 

11. Department Head Signature/date: 

Please provide an explanation of any problems that exist with this item.

TO BE COMPLETED BY A MEMBER OF THE FIXED ASSET COMMITTEE

Storage location: 

Disposal date: 

By: 

Date received: 

State approval date: 

By: Purchasing Agent/date