

**HAND COUNTY ASSET MANAGEMENT**  
**REQUEST TO DISPOSE OF SURPLUS PROPERTY**

INSTRUCTIONS: Please use this form only to request an asset be declared surplus and have it brought before the commission for action. The disposition request is a suggestion to the commissioner on how to dispose of the asset.

To the auditor of Hand County:

Please present the following asset(s) to the commission for their consideration in disposing of surplus property, to wit:

GEN Number	Manufacturer	Serial Number	Year	Condition Code	Disposition Code

(Condition Codes: O = Operable, J = Junk, R = Recyclable    Disposition Code: S = Sellable, D=Donatable, J = Junk / Discard)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
 Signature of Department / Office head.

Received in the Auditor's Office this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_ by:

\_\_\_\_\_  
 Auditor / Deputy Auditor

Decision of the Board of County Commissioners: During the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_ the commissioners declared the cited property as surplus and approved the recommended disposition.

\_\_\_\_\_  
 Auditor / Deputy Auditor