


# Asset Disposal

Assets unclaimed through the city-wide notification process with an estimated value of equal to or less than \$100.00 may be disposed of. This process is not applicable to assets obtain with grant or bond funds, and should not be used for the disposal of scrap metal.

**Date****Department****Item/ Lot Description****Estimated Market Value****Were bond funds used to purchase the item(s)****Were grant funds used to purchase the item(s)****Are the item(s) scrap metal?****Supervisor Approved By****Supervisor's Email****Disposal Method**

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