

## County Property Surplus and Obsolete Declaration Request Form

In accordance with Ohio Revised Code 307.12, the below information is needed to obtain approval to declare County property as surplus or obsolete, including items that will be auctioned through GovDeals.

To request County property be declared as surplus or obsolete, please complete the below information and email form to [purchasing@co.lucas.oh.us](mailto:purchasing@co.lucas.oh.us)

Date:

Agency:

Department:

Department Contact:

Phone Number:

Please list items being requested to declare as surplus. Include quantity, location of item(s), photographs, dimensions, if the item is in working/non-working condition and fair market value (FMV) of each item (i.e. desk, \$40, metal chair \$0.00). Attach spreadsheet if more space is needed.

Item & Quantity	FMV	Item & Quantity	FMV

Identifying stickers, labels, etc. have been removed?    Yes                      No

If computer/electronic property, have all storing devices been erased of all files and other information?

Yes                      No

Department would like to donate to 501(c)(3) or federal government, the state, or any political subdivision of the state, or a county land bank?                      Yes                      No

If yes, to whom? \_\_\_\_\_

Department would like to auction item on GovDeals?    Yes                      No

If auctioning on GovDeals, what is the revenue stream for funds to be deposited?

Disposal Method (please circle):

Gov Deals      E-Waste      Facilities to Discard      Trash Receptacle      Other

Manager Approval: \_\_\_\_\_

Date: \_\_\_\_\_

County Administrator Approval: \_\_\_\_\_

Date: \_\_\_\_\_