

**SURPLUS PROPERTY NOMINATION FORM
MADISON COUNTY, TENNESSEE**

*****Please fill out completely and attach any documentation and pictures*****

DEPARTMENT: _____

The following item(s) are hereby nominated for designation as surplus county property:

Item/Description: _____

Current Location: _____

Serial Number: _____

County Asset Tag Number: _____

Age: _____

Purchase price: _____

Estimated Current Value: _____

Is the Item for SALE or DISPOSAL? SALE DISPOSAL

Is the Item to be used as a trade-in (yes or no)? Yes No

Reasons for making the nomination OR disposal:

****Equipment going to the IT Department will need a Help Desk ticket created****

Signature of Department Head

Date

Chairman, Approved by the Surplus Property Committee

Date

FOR SALE OR DISPOSAL USE ONLY

Item Tag Number

Sale Price

Signature and Title of Seller or Disposer

Date Sold or Disposed

*****FORM MUST BE RETURNED TO FINANCE DIRECTOR WHEN COMPLETED*****