

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

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

DEPARTMENT: \_\_\_\_\_

The following items are hereby nominated for designation as surplus county property:

Item/Description: \_\_\_\_\_

Current Location: \_\_\_\_\_

Serial Number: \_\_\_\_\_

County Tag Asset Number: \_\_\_\_\_

Age: \_\_\_\_\_

Purchase price: \_\_\_\_\_

Estimated Current Value: \_\_\_\_\_

Is the Item for SALE or DISPOSAL? \_\_\_\_\_

Is the Item to be used as a trade-in (yes or 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

**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\*\*\***