

INTERNET AUCTION ASSET DISPOSAL REQUEST FORM

Office/Department:

Contact Name:

Date:

Phone Number:

OCA Code:

Authorization/Department Head Signature:

IMPORTANT POLICY INFORMATION

County Departments must complete this form (*available on the intranet*) & submit it to the Asset Disposal Specialist in the Stockroom Department. An appointment will be made with the contact person to have pictures taken and to provide an asset description for the merchandise to be auctioned.

The Asset Disposal Specialist will list the asset on the Internet Auction Site (*see mcoho.org, Surplus Property*). All items are listed for a minimum of 15 days. Auctions end on Sunday.

REIMBURSEMENTS

General Fund Departments:

- Proceeds for all items sold will be returned to the General Fund.

Non General Fund Departments:

- **Items selling for <\$1,000:** Sale price will be deposited into the General Fund
- **Items selling for ≥\$1000:** Sale price, less administrative fee, will be deposited electronically into the OCA code listed for the asset. Funds will be processed on a monthly basis.

Questions? Contact the Stockroom Supervisor at 225-4984.

Name, description and location of item(s) to be auctioned: (Attach extra sheets if necessary)
Include New County Tag No. or serial number (if applicable) for all items, and include the VIN No. for all vehicles.

OFFICE USE ONLY

Date: _____ **Initials:** _____ **Comments:** _____

PLEASE RETURN TO: Brad Short, Stockroom. E-mail: ShortB@mcoho.org, Phone: 307-0421, Fax to 225-4410

**Disclaimer-Surplus items left in the dock area without this request form will be sold and funds will be deposited to the General Fund.*