




**ADMINISTRATIVE
MEMORANDUM**

DATE: May 21, 2020
TO: Board of Fire Commissioners
FROM: Deputy Chief Robert Bounds 
RE: Surplus Fixed Assets for 05/21/2020

After a review of fixed assets, we have a vehicle and miscellaneous equipment that needs to be surplus. See the attached spreadsheet for detail information.

Class/Description	Cost	Net Book Value	Reason
Furniture	\$ 1,504.00	\$ 0.00	Exceeded Useful Life
Total	\$ 1,504.00	\$ 0.00	

We respectfully request your approval of the surplus of this item so that we may dispose of it.

Fixed Asset Surplus

May 21, 2020

Asset ID	Asset Class ID	Asset Description	Acquisition Date	Acquisition Cost	Accumulated Depreciation	Net Book	Reason
000677	FURNITURE	Lateral File Cabinet	4/1/2008	\$1,504.00	\$1,504.00	\$0.00	Exceeded Useful Life
	FURNITURE			\$1,504.00	\$1,504.00	\$0.00	