




**ADMINISTRATIVE
MEMORANDUM**

DATE: July 21, 2022
TO: Board of Fire Commissioners
FROM: Chief Robert Bounds 
RE: Surplus Fixed Asset for 07/21/2022

After a review of fixed assets, we have the one that needs to be surplus. Both items are attached to C-15, spare Battalion, that was previously surplus.

Class/Description	Cost	Net Book Value	Reason
Furniture	\$ 1,605.00	\$.00	Attached to C-15/up for sale
Rescue Equip	\$ 1,399.00	\$.00	Attached to C-15/up for sale
Total	\$ 3,004.00	\$.00	

We respectfully request your approval of the surplus of these items so that we may dispose of it.

**Fixed Asset Surplus
July 21, 2022**

Asset ID	Asset Class ID	Asset Description	Acquisition Date	Acquisition Cost	Accumulated Depreciation	Net Book	Reason
000457	FURNITURE	Command Console	5/14/2004	\$1,605.00	\$1,605.00	\$0.00	Attached to C-15 to be sold
000295	RESCUE EQUIP	Sabre Strobe LED	3/2/2004	\$1,399.00	\$1,399.00	\$0.00	Attached to C-15 to be sold
Total Surplus				\$3,004.00	\$3,004.00	\$0.00	