



**TOWN OF EDGARTOWN
PROCUREMENT DEPARTMENT**

DISPOSITION OF SURPLUS SUPPLY FORM

DEPARTMENT: _____ **DATE:** _____

ITEM OWNER/DEPT. HEAD: _____

DESCRIPTION OF ITEM:

Quantity:

Condition:

Location:

Make: _____ **Model:** _____

ESTIMATED VALUE: _____ **YEAR OF PURCHASE:** _____

REASON FOR DISPOSITION:

PICTURES AVAILABLE: Yes No

PROCUREMENT OFFICE USE:

CPO APPROVAL: _____ **DATE:** _____

METHOD OF DISPOSAL: _____ **DATE:** _____

ACCOUNT #: _____ **DISPOSAL REFERENCE #:** _____

OBJ#: _____