

# GODLEY ISD SURPLUS PROPERTY APPROVAL FORM

Description of Item	Date of Purchase	Purchase Amount	Fair Market Value Used (public sale, auction, formal bidding procedures, donation)	Fair Market Value

**Board Policy:**

CI(LOCAL): The Superintendent is authorized to declare District materials, equipment, personal property such as vehicles, and supplies to be unnecessary and shall dispose of unnecessary materials, equipment, personal property such as vehicles, and supplies for fair market value. If the unnecessary property has no value, the Superintendent may dispose of such property according to administrative discretion.

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_ Superintendent Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# GODLEY ISD SURPLUS PROPERTY RECEIPT FORM

Description of Item	Date of Sale	Sale Amount	Buyer Name	Buyer's Acknowledgement of Receipt of Item	Method of Payment

**Documentation:**

- All surplus property sales must have signed approval from the Superintendent before sale occurs.
- Method of fair market value used (estimate of value, bidding log, etc., as applicable).
- Signed buyer's acknowledgement of receipt on surplus property receipt form.

**Business Office Procedure:**

Receipt of approval form, receipt form, and payment confirmation: \_\_\_\_\_ Date: \_\_\_\_\_

Cash Receipt Batch Number: \_\_\_\_\_