**Board Memo**

**DATE:** 6/23/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Transportation

**Product Vendor or Grant Issuer**

N/A

**Product or Grant Name**

Vehicle: Declaration as Surplus and Disposal

**Date/Term (Beginning and End Dates/Year)**

July 15, 2021

**APPLICABLE BOARD POLICY:**

04.32Model Procurement Code Purchasing Purchasing

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

The Transportation Department has requested that the following vehicle be declared as surplus and approved for disposal. The vehicle is deemed to be in poor condition, and economically not feasible to maintain.

Ford Freestar Mini-van VIN 2FMZA51626BA10617

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

N/A

**Funding Source**

N/A

 **\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

I request the Board declare this vehicle surplus and approve its disposal per Board Policy, as presented.

**CONTACT PERSON: (submitter)**

Jehan M. Ghouse, Purchasing Administrator