

**Poudre River Public Library District
Asset and Non-Capital Asset Disposal Form**

Asset # (if applicable) _____ Asset Description See attached

Business Unit Disposing of Asset 102225 Staff Disposing of Asset Eileen McCloskey

Type of Asset Disposal (Choose One)

Asset Not in Working Condition (Library Director Approval Required)

- Library Director or Finance Director approval to dispose _____
- Recycled – date and location _____
- Trashed – date and location _____
- Manager confirmation of disposal _____

Asset in Working Condition (Library Director Approval Required)

- Library Director or Finance Director approval to dispose _____
- Transferred within PRPLD – date and recipient _____
- Donated to a state agency – date and recipient _____
- Sold to a state agency – date, buyer and price _____
- Manager confirmation of disposal _____

Asset in Working Condition (Board of Trustees Approval Required)

- Library Director or Finance Director approval to dispose _____
- Obtain Board approval and attach the completed PRPLD Surplus Property Resolution
- Donated to an outside entity – date and recipient Allanz Norco - Patricia Miller
- Sold to an outside entity – date, buyer and price _____
- Manager confirmation of disposal Eileen McCloskey

Jan 11, 2005
BOT approval

Return the completed form(s) to Finance with the sale proceeds, if applicable.

For Finance Use Only

Original Purchase Date _____
Original Asset Class _____
Journal Entry Date _____

Original Cost _____
BV at Disposition Date _____
Net Gain / Loss _____

January 3, 2022

Asset Disposal List of Items

Receiving organization: Allianz Norco

Contact: Patricia Miller

Business Unit disposing of Asset: 102225

Employee contact: Eileen McCluskey

Item	Quantity
Long blue table, counter height	1
Rectangle work tables – condition is worn wood edging	2
Izzi chairs – worn, stain upholstery. Some have broken arms.	Up to 18, if available
Round table, table height	1
Desk chairs, adjustable. Worn, torn upholstery. Adjustable mechanics are questionable	2

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- Manager confirmation of disposal _____

Asset in Working Condition (Board of Trustees Approval Required)

- Library Director or Finance Director approval to dispose _____
- Obtain Board approval and attach the completed **PRPLD Surplus Property Resolution**
- Donated to an outside entity – date and recipient Homeward Allianz - Jan. 11, 2022
upon BOT Approval
- Sold to an outside entity – date, buyer and price _____
- Manager confirmation of disposal Eileen McCluskey

Return the completed form(s) to Finance with the sale proceeds, if applicable.

****For Finance Use Only****

Original Purchase Date _____
Original Asset Class _____
Journal Entry Date _____

Original Cost _____
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Net Gain / Loss _____

January 3, 2022

Asset Disposal List of Items

Receiving organization: Homeward Alliance

Contact: Pam Brewer

Business Unit disposing of Asset: 102225

Employee contact: Eileen McCluskey

Item	Quantity
1 lounge chair without a swinging desk. Condition: upholstery is worn and stained	1
Round, counter height café table	3
IKEA chairs from teen space, counter height	6