

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Cindy Steen, Purchasing Agent
Through: Cindy Russell Interim City Clerk
Date: October 23rd, 2012
Subject: Surplus Items

REQUEST:

City Council authorization is requested for the City of Gautier to declare and remove inventory items from the Police Department's Inventory.

BACKGROUND:

These items are damaged or no longer working. These items can longer be used by the City.

RECOMMENDATION:

Based on the attached surplus list, City staff recommends that City Council authorize declaring these items to be surplus and removed from city inventory.

ATTACHMENT(S):

Inventory Items

TO: City Clerk
FROM: Danny Selover
Captain
CC: Chief Elbin, Shannon Aguilar, Cindy Steen
DATE: August 23, 2012

SUBJECT: Surplus Inventory

The following items need to be declared surplus and removed from the Police Department's inventory:

	Serial	Model	City sticker
2-DELL MONITOR		MX02010V47605097BXJ2	Q2139
3- DELL CPU	8HJPD01		O2230
4-DELL COMPUTER	GPCH401		O2134
5-DELL COMPUTER	3DDH401		O2128
6- CASIO CALCULATER			O2212
7- DELL KEYBOARD (QTY 2)			
8- HP PRINTER	TH54P324WP	D4100	
9-HP PRINTER	CN49Q211P8		PHOTOSMART 8450
10- HP SCANNER	TWO3612116		

Cindy Steen

From: Danny Selover <dselover@gautier-ms.gov>
Sent: Wednesday, October 10, 2012 3:01 PM
To: csteen@gautier-ms.gov
Cc: DANTE ELBIN; saguilar@gautier-ms.gov
Subject: Emailing: 2012 surplus request
Attachments: 2012 surplus request.pdf

The message is ready to be sent with the following file or link attachments:

2012 surplus request

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