

Bauer, Carol

From: Mannino, John
Sent: Wednesday, April 7, 2021 2:03 PM
To: Bauer, Carol
Subject: RE: surplus items
Attachments: 2016 FORD TRANSIT CONNECT VIN.docx

Follow Up Flag: Follow up
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Carol

Please put the attached item on the BOT agenda for surplus. It was in an accident and we are going to scrap it.
2016 FORD TRANSIT CONNECT VIN# NM0LS7E76G1271958

From: Bauer, Carol
Sent: Tuesday, March 30, 2021 10:29 AM
To: Doser, John <doserj@villageoflombard.org>; Ellis, Tom <EllisT@villageoflombard.org>; Goethals, Kevin <GoethalsK@villageoflombard.org>; Goldsmith, Carl <GoldsmithC@villageoflombard.org>; Jack, Brian <JackB@villageoflombard.org>; Johnson, Perry <JohnsonP@villageoflombard.org>; Johnson, Steven <JohnsonS@villageoflombard.org>; Mannino, John <ManninoJ@villageoflombard.org>; Newton, Roy <NewtonR@villageoflombard.org>; Steiskal, Keith <SteiskalK@villageoflombard.org>; Wirsing, Tom <WirsingT@villageoflombard.org>; Kickert, Ray <KickertR@villageoflombard.org>; Sander, Richard <SanderR@villageoflombard.org>; Gorman, Dave <GormanD@villageoflombard.org>
Cc: Aranas, Nicole <AranasN@villageoflombard.org>; Burke, Kate <BurkeK@villageoflombard.org>; Cunningham, Jamie <CunninghamJ@villageoflombard.org>; Sexton, Tim <tims@villageoflombard.org>
Subject: surplus items

If you have items to be declared surplus, please submit a list of those items to me by 9:00 am Friday, April 9th. The agenda item will be placed on the April 15th Village Board agenda. Be sure to note the make, model, quantity, serial number if applicable, and how it will be disposed (auction, scrap, donated, etc.).

FAQ:

1. Be sure to add items to surplus that are returned to the vendor (example AED's and copiers). Or, if it applies, you can note in agenda item that the old equipment is being returned to the vendor that is providing replacements. That would be sufficient for declaring the items surplus because you are notifying the Board that we will no longer have that equipment.
2. If you are donating the items to charity, please be sure to include the equipment as surplus and explain that the item cannot be sold but still has value for the charitable organization.

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