

CITY OF NORTH PORT  
PROPERTY DISPOSAL FORM



Department Submitted By: Utilities, Field Operations / James Colvin

Date: 04/29/2022

Overthreshold Item(s)

Underthreshold Item(s)

ITEM DESCRIPTION					SELECT ONE REASON FOR DISPOSAL(X)						SELECT ONE METHOD OF DISPOSAL(X)				
ITEM YEAR	HTE Item Description (Make, Model, Serial, Vin#, Mileage)	DATE OF PURCHASE/ COST	CITY/PERIPHERAL ID NUMBER	CURRENT ITEM CONDITION	OBSOLETE	LOST/ STOLEN	SCRAP	SURPLUS AUCTION/DO NATION	TRADED IN	PER REPLACEMENT POLICY	AUCTION	DONATION	SCRAP	STOLEN/LOST	TRADED IN
2013	Plotter, HP Design Jet T2300	11/22/2013 / \$6,996.18	09774	Poor			X						X		

Per the Code of the City of North Port, Florida (Chapter 55 Section 10-D):  
Assets with an original purchase value greater than the threshold limit set forth in Chapter 274.02 (1), Florida Statutes, must receive City Commission approval for disposal and then may be disposed of (BY PURCHASING) in an appropriate fashion.

By signing this form, I attest that due diligence has been performed and proper procedures have been followed as outlined in the Code of the City of North Port, Florida (Chapter 55 Section 10-D) prior to this/these disposal(s). I accept full responsibility for this action.

Remy E. Gallinaro 4/29/22  
DEPARTMENT DIRECTOR DATE

[Signature] 4/29/22  
FIXED ASSET CUSTODIAN DATE

By signing this form, I attest that the required information necessary for the proper disposal of said asset(s) has been received.

\_\_\_\_\_  
FINANCE DIRECTOR DATE

\_\_\_\_\_  
CITY MANAGER DATE