



Rockingham County Commissioners

SURPLUS EQUIPMENT REQUEST

RSA 28:8-a Competitive Bidding on Sales of Personal Property

*(Where the individual item value is under \$300 - **only** this form needs to be completed.)*

If you have multiple items, please send a list with your dept., item information, and value. You may skip using this form for your convenience. Email to Commissioners Office. Please remember to send the Fixed Asset Disposal Form(s) to Finance.

Department

Item(s)

Value

Item(s)

Value

Item(s)

Value

**Reason(s)
to declare
equipment
as surplus.**

**O/DD
Signature**

Date

Check all that
apply:

Bid process not required for Surplus Request .

Bid process per NH RSA 28:8-a being followed for sale/disposal of items.

Bid Waiver being requested per NH RSA 28:8-a; see attached Bid Waiver Request form.

Send completed Fixed Asset Disposal form and this signed document by email to Finance

**BOC
Approval**

Approved

Denied

Meeting Date: _____