



Rockingham County Commissioners
SURPLUS EQUIPMENT REQUEST
RSA 28:8-a Competitive Bidding on Sales of Personal Property

*(Where the individual item value is under \$3,000 - **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 Add - Change 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 Add - Change form and this signed document by email to Finance

BOC Approval Approved
 Denied

Meeting Date: _____

Brian Chirichiello, Chair

Steven Goddu, Vice Chair

Kathryn Coyle, Clerk