



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: _____

Kathryn Coyle, Chair

Steven Goddu, Vice Chair

Thomas Tombarello, Clerk