City of Richmond

Administrative Manual

DISPOSAL OF PROPERTY
ESTIMATED FAIR MARKET VALUE
BY THE PUBLIC SERVICES DEPARTMENT

Property description, quantity and condition:_____

_____

_____

Types of property:

Jewelry	No ☐	Yes ☐	If yes, attach appraisal.
Computer Equipment	No ☐	Yes ☐	If yes, obtain IT approval.
Value exceeds $10,000	No ☐	Yes ☐	If yes, obtain City Council approval.
Fixed Asset	No ☐	Yes ☐	If yes, obtain Finance Dept. approval
Police Department Seizure	No ☐	Yes ☐	If yes, Police Department prepares valuation.

Methods used to determine estimated gross fair market value (attach copies of supporting documents):

Appraisal, include copy	No ☐	Yes ☐	$
Kelly Blue Book or market periodical	No ☐	Yes ☐	$
Classified ads	No ☐	Yes ☐	$
Comparison with similar products by local vendors	No ☐	Yes ☐	$
Original vendor	No ☐	Yes ☐	$
Other: _____	No ☐	Yes ☐	$_____

Estimated gross fair market value: $

Less associated disposition expenses:

Advertising	$
Auction costs	$
Storage	$
Transportation	$
Other: _____	$_____

Estimated fair market value: $

Prepared by _____ Date _____

Department Director Approval _____ Date _____