Leyden Surplus Property Disposition Form (approved 2022-12-05)

Department: _____ Chair/Head signature: _____ Date: _____

Date of select board vote to declare surplus: _____

Quantity	Item description (Incl. S/N, VIN, or invoice # if orig. value > $500)	Total Estimated resale/salvage value*	Notes	✓ if no value**
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

* All proceeds from the resale or salvage of town property must be returned to the General Fund. Further information on the Leyden Surplus Disposition Policy can be found at TownOfLeyden.com.

** Departments or committees may recycle or dispose of items deemed to have no resale or salvage value, but items with original value over $50 must be listed on this form. Items deemed to have no value must be disposed of at public facilities unless granted select board approval. Town of Leyden encourages recycling and reuse when possible.