

Council Letter No. 5006
Meeting Date: February 1, 2021

Mayor and City Commission
City of Ardmore, Oklahoma

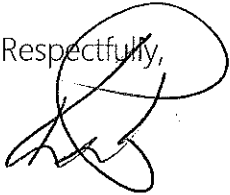
RE: Disposal of Office Furniture

Dear Commission Members:

The Ardmore Police Department is requesting approval to declare the below office furniture surplus and have these items disposed of via auction, OK Iron and Metal, landfill or donation. These items are outdated, obsolete and no longer used by the Department.

ITEM DESCRIPTION	SERIAL #	ASSET #	PURCHASE VALUE
Wooden Executive Desk	Unknown	003743 (White Tag)	\$400.00
Metal 4 Drawer Vertical File Cabinet, Black	Unknown	003451 (Blue Tag) 002030 (White Tag)	\$150.00
Metal 4 Drawer Vertical File Cabinet, Beige	Unknown	000500 (White Tag)	\$150.00

Staff respectfully recommends that these items be declared surplus and disposed of via auction, OK Iron and Metal, landfill or donation.

Respectfully,


Kevin Norris
Deputy Chief of Police

Reviewed by: 
City Manager