

Council Letter No. 5300  
Meeting Date: January 3, 2022

Mayor and City Commission  
City of Ardmore, Oklahoma

RE: Disposal of Office Furniture

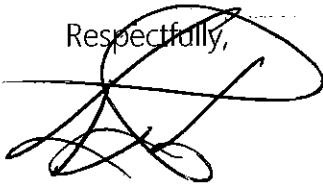
Dear Commission Members:

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 These items are outdated, obsolete and no longer used by the Department.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
Metal Executive Desk	Unknown	002121	\$1,621.00
Wooden Executive Desk	Unknown	003479	\$900.00
Wooden Executive Desk	Unknown	003740	\$900.00

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

Respectfully,



Kevin Norris  
Chief of Police

Reviewed by: \_\_\_\_\_

  
City Manager