



Fair Market Value Approval Form

For Disposal of Surplus Personal Property

Item to be Sold:	
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Description of the Item:	
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Issues/Damages of the Item:	
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Date of Purchase:	
Original Purchase Price:	

Estimated Fair Market Value	
Auction Reserve Price	

Department Director Signature: _____
Printed Name/Title: _____ **Date:** _____

City Manager Approval

Approve – I agree with the fair market value and reserve price of the item.
 Deny – I do not agree with the fair market value and reserve price of the item.

Additional Comments:

City Manager Signature: _____
Printed Name/Title: _____ **Date:** _____

Include pictures with this form for the City Manager.