



Surplus Form

A surplus property form is needed in Louisiana because it is a legal document that officially declares a piece of government property as "surplus" (no longer needed), allowing it to be sold or transferred to other eligible entities, like other government agencies, non-profits, or even private citizens, following specific procedures to ensure transparency and fair market value is received for the property. The City of Pineville requires all departments to complete this form for all property being sent for processing.

Attention: Purchasing Department

Equipment Name: _____ Inventory Control #: _____

Make: _____ Model: _____

Serial #: _____ Vin #: _____

Unit #: _____ Color: _____ Estimated Value: _____

Estimated Age of Item or Year of Purchase if Available: _____

Is property movable or immovable: _____

Condition of Item / Broken Parts: _____

Reason for Surplus: _____

Department Name: _____ Department Number: _____

Supervisor's Signature Requesting Surplus: _____ Date: _____

Division Director's Signature of Approval: _____ Date: _____

Purchasing Manager's Signature: _____ Date Received: _____

City Clerk's Signature of Approval to Surplus: _____