



Quaker Springs Fire District #1
107 Blodgett Road
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Surplus Equipment Policy:

The Quaker Springs Fire District #1 ("District"), Board of Fire Commissioners ("Board") defines the following policy on surplus equipment. The Board's authority to manage surplus equipment is derived under New York State Town Law, Article 11, Section 176.

PURPOSE:

The purpose of this policy is to provide guidance for the definition of, declaration of and disposal of surplus equipment.

POLICY:

If an item should be disposed of, a Chief should report this to the Board and the Board can declare it to be surplus.

After an item is declared to be surplus, the item may be sold, donated or otherwise disposed of. Prior to disposal, all tags and other identifying information must be removed and a *PHYSICAL INVENTORY UPDATE FORM* must be completed.

**Every item that is disposed of needs to have a
PHYSICAL INVENTORY UPDATE FORM
completed.**