



"Excellence in Service"

Yamhill County Sheriff's Office

Sheriff Tim Svenson

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MEMO

To: Yamhill County Board of Commissioners
From: Tim Svenson, Sheriff 
Date: November 3, 2021
Re: Ricoh Aficio – Request for Surplus Designation

I am formally requesting the County declare the following Ricoh multi-function printer as surplus:

- MP5000SPF model with the S/N of M5785700158

This printer was purchased prior to 2017 as a refurbished model but was not added as a Fixed Asset. The printer was discontinued by Ricoh in 2013 (3-4 years prior to purchase) and is increasingly difficult to service; it has not been functional since September 2021 and is unrepairable at this time. We will be destroying the machine once approval for surplus is provided.

Thank you for your consideration of this request.

TS:emw

cc: Ken Huffer, County Administrator
Justin Hogue, Business Services Director
Mike Barnhart, Finance Director

Accepted by Yamhill County
Board of Commissioners on

11/9/21 by Board Order
21-460