



May 14, 2025

**Pinal County Board of Supervisors**  
Pinal County Administrative Offices  
135 N. Pinal Street  
Florence, AZ 85132

**Subject: Request for Donation of Surplus Items**

Dear Members of the Board,

On behalf of the Town of Florence Public Works Department, I am writing to respectfully request the donation of specific surplus items currently listed through Pinal County's surplus inventory.

The following items would be of significant value to our department and would support our internal building operations and workspace needs:

- L-shaped desk set with separate matching lateral file cabinet (cherry or mahogany color)
- One desk chair (grey/white mesh)
- One white metal cabinet (one drawer, two doors)
- One wood credenza/file cabinet (four drawers)
- One black and white metal cabinet (two doors)
- One 4' round table (blue top with chrome base)

Due to budget constraints typical of smaller municipalities, acquiring equipment through surplus donations is a cost-effective and practical way for us to meet operational needs. These items would be put to immediate and productive use within our facilities.

We greatly appreciate the ongoing partnership between Pinal County and its municipalities and thank you for considering this request. Please let us know if any forms or further steps are required to proceed.

Thank you for your time and continued support.

Sincerely,

Andy Smith  
Director  
Public Works Department

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