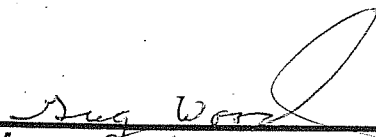
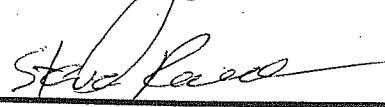


**Fixed Asset Disposals  
Authorization to Declare Surplus**

Date	
Department	<i>Maintenance Dept.</i>
	<i>Unit # 252</i>
Asset Description	<i>Backhoe 416D Caterpillar</i>
Year Purchased	<i>2000</i>
Serial Number	<i>CAT0416DCBFPO3038</i>
Bar Code Number	<i>1413</i>
Original Value/Cost	
Estimated Current Value	<i>\$16,000.00</i>
Requested Method of Disposal (Sale, trash, etc)	<i>Trade in on New Backhoe</i>

  
 \_\_\_\_\_  
 City Manager Signature

  
 \_\_\_\_\_  
 Department Head Signature

*Fred Houston 7-25-22*  
 \_\_\_\_\_  
 Finance Director Signature

Note: If the value of the asset is estimated at \$2500 or more, authorization to be declared surplus must be granted by the *City Council*. If the value is less than \$2500, the City Manager can authorize the asset as surplus by signing above. The Finance Director must be notified to remove the asset off of fixed assets properly.