

FIXED ASSET DISPOSALS

Authorization to Declare Surplus


Date	November 16, 2017
Department	Parks + Rec.
Asset Description	Garrison Grandstand DOORS, fencing, tin
Year Purchased	? 1947-48
Serial Number	none
Bar Code Number	ASSET ID 0015-T02 0028-T02
Original Value / Cost	\$80,000 per fixed asset rpt.
Estimated Current Value	\$2,500. ⁰⁰ or more
Requested Method of Disposal (sale, trash, etc.)	re-purpose / renovate

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City Manager Signature



Department Head Signature

 11-20-17
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Finance Director Signature

Note: If the value of the asset is estimated at \$2,500 or more, authorization to be declared surplus must be granted by the City Council. If the value is less than \$2,500, 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.