

**Fixed Asset Disposals
Authorization to Declare Surplus**

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| Date | 3-24-14 |
| Department | Maint |
| Asset Description | Boomer 35 new holland 4x4 mower with 66" Deck |
| Year Purchased | 2011 |
| Serial Number | 138RF002218 |
| Bar Code Number | |
| Original Value/Cost | 18,633.00 |
| Estimated Current Value | 12,000.00 To 14,000.00 |
| Requested Method of Disposal (Sale, trash, etc) | |



 City Manager Signature



 Department Head Signature



 Finance Director Signature

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