

Fixed Asset Disposals Authorization to Declare Surplus	
Date	10/15/2019
Department	AIRPORT
Asset Description	1987 F-700 FUEL TRUCK
Year Purchased	2018
Serial Number	1FDNF70H6HVA39575
Bar Code Number	
Original Value/Cost	
Estimated Current Value	\$ 7,500
Requested Method of Disposal (Sale, trash, etc)	GOV DEAL

City Manager Signature

Steve Powell

Department Head Signature

Fuel Houston 10-17-19

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.