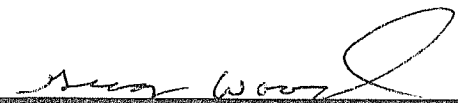


Fixed Asset Disposals Authorization to Declare Surplus

Date	8-26-19
Department	Maint
Asset Description	Unit 225 3010 4x4 Mule
Year Purchased	2007
Serial Number	JK1AFCE1828509129
Bar Code Number	1442
Original Value/Cost	8195.00
Estimated Current Value	1000.00
Requested Method of Disposal (Sale, trash, etc)	Trade in for New Mule



 City Manager Signature



 Department Head Signature

 8-26-19

 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.