

**Fixed Asset Disposals
Authorization to Declare Surplus**

Date	7-22-24
Department	WATCO TRANS
Asset Description	710 John Deere Backhoe
Year Purchased	1996
Serial Number	T0710 DD 826557
Bar Code Number	0799
Original Value/Cost	\$85,194.00
Estimated Current Value	\$15,000.00
Requested Method of Disposal (Sale, trash, etc)	Trading in on new 306 CAT Mini EXCAVATOR



 Department Head Signature



 Finance Director Signature



 HR and Insurance Supervisor



 City Manager

Note: If the value of the asset is estimated at \$5000 or more, authorization to be declared surplus must be granted by the **City Council**. If the value is less than \$5000, 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.