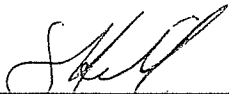


**Fixed Asset Disposals  
Authorization to Declare Surplus**

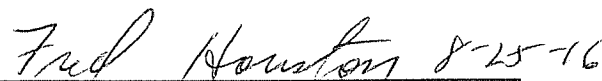
Date	7-18-16
Department	Maint
Asset Description	SE15-4 Rhino Bertwing Bush hog model 10094
Year Purchased	2001
Serial Number	13741
Bar Code Number	
Original Value/Cost	12,300. <sup>00</sup>
Estimated Current Value	\$ 1500. <sup>00</sup>
Requested Method of Disposal (Sale, trash, etc)	Trade in 3300.00 <del>Be</del> <del>At</del>



\_\_\_\_\_  
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.