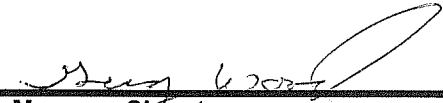
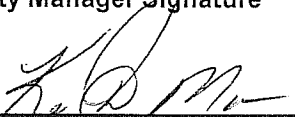


**Fixed Asset Disposals
Authorization to Declare Surplus**


| | |
|---|---------------------------------|
| Date | 7/25/2022 |
| Department | Street Dpt. |
| Asset Description | 1992 Ingersoll Road DD-65 |
| Year Purchased | |
| Serial Number | |
| Bar Code Number | |
| Original Value/Cost | |
| Estimated Current Value | Trade in # 6,800.00 |
| Requested Method of Disposal (Sale, trash, etc) | |



 City Manager Signature



 Department Head Signature

 7-25-22

 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.