

Fixed Asset Disposals Authorization to Declare Surplus	
Date	7-18-16
Department	Mint
Asset Description	B 2150 HSD Kubota (60 in Deck)
Year Purchased	1998
Serial Number	60284
Bar Code Number	
Original Value/Cost	13,491.84
Estimated Current Value	2,000.00
Requested Method of Disposal (Sale, trash, etc)	Trade in 2250.00 <del>Buy</del> <del>Deals</del>

  
 \_\_\_\_\_  
 City Manager Signature

 8-25-16  
 \_\_\_\_\_  
 Department Head Signature

 8-25-16  
 \_\_\_\_\_  
 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.