

Fixed Asset Disposals Authorization to Declare Surplus	
Date	8-27-18
Department	Water
Asset Description	Backhoe with rock hammer 1984
Year Purchased	1992
Serial Number	T07108D710903
Bar Code Number	0696
Original Value/Cost	\$34,442.00
Estimated Current Value	\$10,000 offered
Requested Method of Disposal (Sale, trash, etc)	Trade-in on CAT 318FL Hydraulic Excavator



 City Manager Signature



 Department Head Signature



 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.