


Fixed Asset Disposals Authorization to Declare Surplus

Date	10/24/2024
Department	Codes
Asset Description	Jeep Grand Cherokee (56400 miles)
Year Purchased	2019
Serial Number	1C4RJFAG7KC607162
Bar Code Number	3020
Original Value/Cost	29000
Estimated Current Value	10000
Requested Method of Disposal (Sale, trash, etc)	sale


10/24/2024

 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.