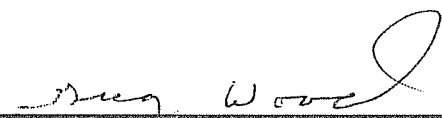


## Fixed Asset Disposals Authorization to Declare Surplus

Date	5-27-2020
Department	Maint
Asset Description	40 x 70 x 12' Stud Frame Equipment Shed with 3 metal sides and open front
Year Purchased	Built 2019
Serial Number	
Bar Code Number	
Original Value/Cost	19,061 in 17-18 Budget      2041.00 18-19 Budget
Estimated Current Value	0
Requested Method of Disposal (Sale, trash, etc)	Equipment shed destroyed by March 29, 2020 storm at 330 AM

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

0059- T02  
 \_\_\_\_\_

  
 \_\_\_\_\_  
 Department Head Signature

      5-28-20  
 \_\_\_\_\_  
 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.