

**Fixed Asset Disposals
Authorization to Declare Surplus**

Date	12-12-22
Department	Water Resources
Asset Description	1990 Ag-Gator
Year Purchased	1990
Serial Number	2000320
Bar Code Number	0751
Original Value/Cost	\$90,995
Estimated Current Value	\$5,000 uncertain
Requested Method of Disposal (Sale, trash, etc)	Sale

City Manager Signature

Bob Kubus

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.