

REQUEST FOR PROPERTY DISPOSAL OR TRANSFER

TO: FIXED ASSET MANAGER
FROM: _____ (DEPT HEAD)
SUBJ: FIXED ASSET TAG NUMBER _____
DATE: _____

PLEASE TRANSFER/DISPOSE OF THE FOLLOWING EXCESS OR SURPLUS
PROPERTY WHOSE ESTIMATED CURRENT VALUE TO THE CITY IS
\$ _____.

EXPLAIN: _____

DESCRIPTION OF PROPERTY _____

ORIGINAL COST OF ITEM: \$ _____ ORIGINAL PURCHASE DATE: _____

Recommended Property Disposition:

- (a) Transfer to _____ Department.
- (b) Scrap, junk, or donate.
- (c) Property to be sold to highest bidder.
- (d) Other (Explain) _____

Comments: _____

APPROVED BY: _____
(Department Head)

APPROVED BY: _____
(Finance Department)

AUTHORIZATION FOR FINAL DISPOSITION:

____ APPROVED

____ DISAPPROVED

City Manager

Date

CKW RESOLUTION # _____