

Appendix C

CITY OF CHIPLEY
TRANSFER OR DISPOSITION OF PROPERTY

This form is to be used to transfer property from one department to another, or to request approval to dispose of property.

_____ Transfer ✓ Disposal
(Check One)

Property Number 1298
Primary Asset Location Chipley Fire Dept
Property Condition bad
Serial# H01002H
Manufacturer Hoshizaki
Model KM-13015AJ
Year 2018
License# _____
Color _____
Department Fire
Reason for Disposal had to be replaced due to excessive maintenance cost
Recommended Method of Disposal vendor to dispose of

For Disposal:

I am requesting council approval to dispose of the above listed property item.

[Signature]
Asset Custodian Signature

For Transfers:

We are requesting the transfer of the above listed property item from:

_____ to _____
(Department name) (Department name)

Asset Custodian Signature (issuing dept)

Asset Custodian Signature (receiving dept)

Accounting

Disposal of this property item was approved by the city council on _____. (Attach copy of minutes)

The inventory record was changed to reflect the above request on _____. Initials: _____