

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 1112 Old Brush 1
Primary Asset Location Fire Dept
Property Condition Poor
Serial# 1FTNW21P14EB03089
Manufacturer Ford
Model F-250
Year 2004
License# 128916
Color white
Department fire
Reason for Disposal blown motor
Recommended Method of Disposal Auction

For Disposal:

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

[Signature]
Asset Custodian Signature

(2)

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: _____