

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

1152

Rescue 1

Primary Asset Location

Fire Dept

Property Condition

fair

Serial#

1FDLF47F4VEB 36571 ✓

Manufacturer

Ford

Model

Super Duty

Year

1997 ✓

License#

128877

Color

Green

Department

Fire

Reason for Disposal

Out of service due to mechanical + reliability issues

Recommended Method of Disposal

auction

**For Disposal:**

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



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: \_\_\_\_\_