

ATTACHMENT A
to CONFIRE CAPITAL ASSET POLICY

This shall serve as a supplement to CONFIRE's Fixed Asset Policy, to properly dispose of CONFIRE's fixed assets.

Submit to Staff Analyst II the below information for the assets that need to be disposed of (preferably in spreadsheet form)

- Asset Number
- Serial Number
- Description
- Description Type (e.g., Switch, Docking Station, Wireless AP)
- Asset Type (categories are below)
 - Vehicles
 - Computer Equipment
 - Radio Console
- In Service Date
 - This date is critical in determining the useful life of the asset.
- Date removed from service

Staff Analyst II:

The analyst will review the assets to determine whether the useful life and depreciation criteria have been met

Once the analyst approves the items for disposal, the list will be forwarded to the Finance Director for final approval.