

2025-050



City of Diamondhead, MS
5000 Diamondhead Circle
Diamondhead, MS 39525

Equipment Disposition Request

Department : Admin

Fixed Asset #	Description of Item	Quantity Disposed	Month/Yr Purchased	Asset Tag #	Unit Cost	Net Asset Value	Equipment Condition	Recommended Disposition Method/Action
00000560	Dell Latitude Laptop Computer i5 Processor 8 GB	1	07/2020	560	1,135.00	0.00	Poor	Decommission/ recycle

Approval Signature

Date

Department Head : _____

FA Coordinator : J. Klein

City Manager : _____

2/26/25

Physical Condition Guide:

- P - Poor
- F - Fair
- G - Good
- E - Excellent
- U - Unknown