



City of Madison, Alabama

Capital Assets Disposal Form

Section 1

Capital Assets Tag No. 05158
(Existing Assets Number)

Section 2

Date: 11/20/2023 Department: Police
Item Description: Old Dell Monitor
Serial/Model #: CN-0KU311-64180-75D-39JS New: Used:
Location: _____ Vendor Name: _____
Asset Class: _____ Activity Code: _____ Fund: _____ Acct. No.: _____
Date Item Acquired: _____ Cost or Donated Value: _____
Enhancements: _____

The original form must be submitted to the City Clerk-Treasurer's Department for the disposition of assets. Items requested for disposition will be submitted to the City Council for approval. The City Clerk-Treasurer will notify the department head of the disposition method and submit a copy of approved disposition to the Finance Department.

[Signature] 11/20/2023
Signature: (Department Head or Designee) Date:

***** TO BE COMPLETED BY CITY CLERK *****
(Below this line)

Section 3

DISPOSITION METHOD: Surplus Sale: _____ Other: _____
APPROVAL OF DISPOSITION METHOD:
Approved by Resolution #: _____ Date: _____
Minutes #: _____

SOLD TO: _____ Proceeds: _____
Address: _____
_____ Date: _____

Signature, City Clerk-Treasurer Date

COMMENTS: _____

COPY: Requesting Dept. Finance Dept.