



City of Madison, Alabama

Capital Assets

Disposal Form

Section 1

Capital Assets Tag No. 05544

(Existing Assets Number)

Section 2

Date: 06/26/2023

Department: Police

Item Description: Dell Laptop

Serial/Model #: Model # PP04X

New: ☐

Used: ☒

Location: Traffic Unit

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: [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. ☐

Revised 6/25/2007