



# City of Madison, Alabama

## Capital Assets Disposal Form

Capital Assets Tag No. N/A  
(Existing Assets Number)

Date: 1/19/23 Department: Finance  
 Item Description: 2 desks, 1 credenza, 1 4 drawer file cabinet & 2 drawer  
 Serial/Model #: N/A New:  Used:  file cabinet  
 Location: \_\_\_\_\_ Vendor Name: N/A  
 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.

Karen P. Bellamy  
Signature: (Department Head or Designee)

01-19-2023  
Date:

\*\*\*\*\* TO BE COMPLETED BY CITY CLERK \*\*\*\*\*

(Below this line)

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.