



# City of Madison, Alabama

## Capital Assets Disposal Form

Capital Assets Tag No. \_\_\_\_\_

(Existing Assets Number)

Date: 6/22/2023Department: RevenueItem Description: 1 L-shaped desk, 1 standalone desk, 2 office chairs, 1 file cabinet

Serial/Model #: \_\_\_\_\_

New: ☐ Used: ☒

Location: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Asset Class: \_\_\_\_\_

Activity Code: \_\_\_\_\_

Fund: \_\_\_\_\_

Acct. No.: \_\_\_\_\_

Date Item Acquired: \_\_\_\_\_

Cost or Donated Value: n/a

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: 6/22/23**\*\*\*\*\* TO BE COMPLETED BY CITY CLERK \*\*\*\*\***

(Below this line)

DISPOSITION METHOD:

Surplus Sale: \_\_\_\_\_

Other: \_\_\_\_\_

APPROVAL OF DISPOSITION METHOD:

Approved by Resolution #: \_\_\_\_\_

Date: 6/22/2023

Minutes #: \_\_\_\_\_

SOLD TO:

Proceeds: \_\_\_\_\_

Address: \_\_\_\_\_

Date: 6/22/2023

Signature, City Clerk-Treasurer \_\_\_\_\_

Date: 6/22/2023

COMMENTS: \_\_\_\_\_

COPY: Requesting Dept. ☐Finance Dept. ☐

Revised 6/25/2007