



# City of Madison, Alabama

## Capital Assets

### Disposal Form

*Section 1*

Capital Assets Tag No. unknown  
(Existing Assets Number)

*Section 2*

Date: 3/17/2026 Department: \_\_\_\_\_

Item Description: Truck bed removed from 2023 Ford F350

Serial/Model #: \_\_\_\_\_ New:  Used:

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

Asset Class: \_\_\_\_\_ Activity Code: \_\_\_\_\_ Fund: \_\_\_\_\_ Acct. No.: \_\_\_\_\_

Date Item Acquired: 2023 Cost or Donated Value: no 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:   
(Department Head or Designee)

3/17/2026  
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.