



City of Madison, Alabama

Capital Assets Disposal Form

Capital Assets Tag No. 000446
(Existing Assets Number)

Date: 4/3/2023

Department: Court

Item Description: HP Deskjet, Scanner, Printer, Copier

Serial/Model #: CN 38H2FG8C

New: Used:

Location: Court Office

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)

4/3/23
Date:

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

(Below this line)

DISPOSITION METHOD: Surplus Sale: _____ Other: _____

APPROVAL OF DISPOSITION METHOD:

Approved by Resolution #: _____ Date: 4/3/2023

Minutes #: _____

SOLD TO: _____ Proceeds: _____

Address: _____

Date: 4/3/2023

Signature, City Clerk-Treasurer

4/3/2023
Date

COMMENTS: _____

COPY: Requesting Dept.

Finance Dept.



City of Madison, Alabama

Capital Assets Disposal Form

Capital Assets Tag No. 000707
(Existing Assets Number)

Date: 4/3/2023 Department: Court

Item Description: Scan Snap
Serial/Model #: 021591 New: Used:

Location: Court Office 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] Date: 4/3/23
Signature: (Department Head or Designee)

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

(Below this line)

DISPOSITION METHOD: Surplus Sale: _____ Other: _____

APPROVAL OF DISPOSITION METHOD:

Approved by Resolution #: _____ Date: 4/3/2023

Minutes #: _____

SOLD TO: _____ Proceeds: _____

Address: _____

_____ Date: 4/3/2023

Signature, City Clerk-Treasurer Date: 4/3/2023

COMMENTS: _____

COPY: Requesting Dept. Finance Dept.