



# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. 04481  
(Existing Assets Number)

#### Section 2

Date: 10-4-22

Department: I.T.

Item Description: Dell Optiplex 270

Serial/Model #: JZ14Q41/270

New: ☐ Used: ☒

Location: I.T. Storage #206

Vendor Name: Dell

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.

Chris White  
Signature: (Department Head or Designee)

10/4/22  
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:

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

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

Date: \_\_\_\_\_

Signature, City Clerk-Treasurer

Date

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

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# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. 04780

(Existing Assets Number)

#### Section 2

Date: 10-5-22

Department: I.T.

Item Description: Dell OptiPlex 280

Serial/Model #: JXJBZ71/280

New: ☐ Used: ☒

Location: I.T. Storage #206

Vendor Name: Dell

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.

Chris White

Signature: (Department Head or Designee)

10/5/22  
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: \_\_\_\_\_

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Finance Dept. ☐

Revised 6/25/2007



# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. 04702  
(Existing Assets Number)

#### Section 2

Date: 10-4-22

Department: I.T.

Item Description: Dell Optiplex 280

Serial/Model #:

New: ☐ Used: ☒

Location: I.T. Storage #206

Vendor Name: Dell

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: (Department Head or Designee)

Date: 10/5/22

\*\*\*\*\* 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: \_\_\_\_\_

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Finance Dept. ☐

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# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No.

NAT

(Existing Assets Number)

#### Section 2

Date: 10-4-22

Department: I.T.

Item Description:

Dell Optiplex 280

Serial/Model #:

1892871/280

New: ☐

Used: ☒

Location:

I.T. Storage #206

Vendor Name:

Dell

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.

Chris White  
Signature: (Department Head or Designee)

10-4-22  
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:

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# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. NAT

(Existing Assets Number)

#### Section 2

Date: 10-5-22

Department: I.T.

Item Description: Dell OptiPlex 620

Serial/Model #: 1FOX6B1/620

New: ☐

Used: ☒

Location: I.T. Storage #206

Vendor Name: Dell

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

Date Item Acquired: \_\_\_\_\_ Cost or Donated Value: \_\_\_\_\_

Enhancements: \_\_\_\_\_

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Signature: (Department Head or Designee) [Signature]

Date: 10/5/22

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#### Section 3

DISPOSITION METHOD: Surplus Sale: \_\_\_\_\_ Other: \_\_\_\_\_

APPROVAL OF DISPOSITION METHOD:

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

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

SOLD TO:

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

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

Date: \_\_\_\_\_

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

Date \_\_\_\_\_

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

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# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. 04919

(Existing Assets Number)

#### Section 2

Date: 10-7-22Department: I.T.Item Description: Dell Optiplex 620Serial/Model #: 1M2W891/620New: ☐ Used: ☒Location: I.T. Storage # 206Vendor Name: Dell

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: (Department Head or Designee) [Signature]Date: 10/5/22

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

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#### Section 3

DISPOSITION METHOD: Surplus Sale: \_\_\_\_\_ Other: \_\_\_\_\_

APPROVAL OF DISPOSITION METHOD:

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

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

SOLD TO:

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

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

Date: \_\_\_\_\_

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

Date \_\_\_\_\_

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

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# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. 04890  
(Existing Assets Number)

#### Section 2

Date: 10-7-22

Department: I.T.

Item Description: Dell Optiplex 620

Serial/Model #: C9MM291/620

New: ☐ Used: ☒

Location: I.T. Storage #206

Vendor Name: Dell

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)

10/7/22  
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: \_\_\_\_\_

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# City of Madison, Alabama

## Capital Assets Disposal Form

### Section 1

Capital Assets Tag No.

NAT

(Existing Assets Number)

### Section 2

Date:

10/7/22

Department:

I.T.

Item Description:

Dell Optiplex 620

Serial/Model #:

4WZ 25C2 / 620

New:

☐

Used:

☒

Location:

I.T. Storage #206

Vendor Name:

Dell

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: (Department Head or Designee)

Date:

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### 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:

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# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. 05165  
(Existing Assets Number)

#### Section 2

Date: 10/7/22

Department: I.T.

Item Description: Dell Optiplex 745

Serial/Model #: BNBP2D7/745

New: ☐ Used: ☒

Location: I.T. Storage #206

Vendor Name: Dell

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: (Department Head or Designee) [Signature]

Date: 10/7/22

#### \*\*\*\*\* 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: \_\_\_\_\_

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# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. NA 5

(Existing Assets Number)

#### Section 2

Date: 10/7/22

Department: I.T.

Item Description: Dell Optiplex 780

Serial/Model #: DTM8BP1

New: ☐

Used: ☒

Location: I.T. Storage #206

Vendor Name: Dell

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: (Department Head or Designee) Chris White

Date: 10/7/22

\*\*\*\*\* 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: \_\_\_\_\_

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# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. 06014  
(Existing Assets Number)

#### Section 2

Date: 10/7/22

Department: I.T.

Item Description: Dell Optiplex 780

Serial/Model #: 87XG3M1/780

New: ☐ Used: ☒

Location: I.T. Storage # 206

Vendor Name: Dell

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.

Chris White  
Signature: (Department Head or Designee)

10/7/22  
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: \_\_\_\_\_

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# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. 06098  
(Existing Assets Number)

#### Section 2

Date: 10/7/22

Department: I.T.

Item Description: Dell Optiplex 780

Serial/Model #: BN2KN1/780

New: ☐ Used: ☒

Location: I.T. Storage # 206

Vendor Name: Dell

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.

Chris Webb  
Signature: (Department Head or Designee)

10/7/22  
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: \_\_\_\_\_

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# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. 6157  
(Existing Assets Number)

#### Section 2

Date: 10/7/22

Department: I.T.

Item Description: Dell Precision T3500

Serial/Model #: 6FF0M1

New: ☐ Used: ☒

Location: I.T. #206

Vendor Name: Dell

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

Date Item Acquired: \_\_\_\_\_ Cost or Donated Value: \_\_\_\_\_

Enhancements: \_\_\_\_\_

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[Signature]  
Signature: (Department Head or Designee)

10/7/22  
Date:

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

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

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Revised 6/25/2007



# City of Madison, Alabama

## Capital Assets Disposal Form

### Section 1

Capital Assets Tag No. 06124  
(Existing Assets Number)

### Section 2

Date: 10/7/22

Department: I.T.

Item Description: Dell Precision T3500

Serial/Model #: 4DN3KN1/T3500

New: ☐ Used: ☒

Location: I.T. # 206

Vendor Name: Dell

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

Date Item Acquired: \_\_\_\_\_ Cost or Donated Value: \_\_\_\_\_

Enhancements: \_\_\_\_\_

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Chris White  
Signature: (Department Head or Designee)

10/7/22  
Date:

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

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

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Revised 6/25/2007



# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. 00346  
(Existing Assets Number)

#### Section 2

Date: 10/7/22 Department: I.T.  
Item Description: Dell Optiplex 990  
Serial/Model #: 3839XR1/990 New: ☐ Used: ☒  
Location: I.T. # 206 Vendor Name: Dell  
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.

Chris White  
Signature: (Department Head or Designee)

10/7/22  
Date:

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

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

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# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. NA

(Existing Assets Number)

#### Section 2

Date: 10/7/22Department: I.T.Item Description: Dell Optiplex 990Serial/Model #: 3835XR2/990New: ☐Used: ☒Location: I.T. # 206Vendor Name: Dell

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

Date Item Acquired: \_\_\_\_\_ Cost or Donated Value: \_\_\_\_\_

Enhancements: \_\_\_\_\_

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Signature: (Department Head or Designee) [Signature]Date: 10/7/22

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

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#### Section 3

DISPOSITION METHOD: Surplus Sale: \_\_\_\_\_ Other: \_\_\_\_\_

APPROVAL OF DISPOSITION METHOD:

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

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

SOLD TO:

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

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

Date: \_\_\_\_\_

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

Date \_\_\_\_\_

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

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# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. CM0377  
(Existing Assets Number)

#### Section 2

Date: 10/7/22

Department: I.F.

Item Description: Dell Optiplex 990

Serial/Model #: 3828 X21 / 990

New: ☐ Used: ☒

Location: I.F. # 206

Vendor Name: Dell

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

Date Item Acquired: \_\_\_\_\_ Cost or Donated Value: \_\_\_\_\_

Enhancements: \_\_\_\_\_

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Signature: (Department Head or Designee) [Signature]

Date: 10/7/22

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

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#### 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



# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. NAR

(Existing Assets Number)

#### Section 2

Date: 10/7/22Department: I. T.Item Description: Dell Optiplex 990Serial/Model #: 3819XRT/990New: ☐ Used: ☒Location: I.T. Storage # 206Vendor Name: Dell

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: (Department Head or Designee) [Signature]Date: 10/7/22

#### \*\*\*\*\* 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:

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

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

Date: \_\_\_\_\_

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

Date \_\_\_\_\_

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

COPY: Requesting Dept. ☐Finance Dept. ☐

Revised 6/25/2007



# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. CMO 355  
(Existing Assets Number)

#### Section 2

Date: 10/7/22

Department: I.T.

Item Description: Dell Optiplex 990

Serial/Model #: 3829XRZ/990

New: ☐ Used: ☒

Location: I.P. Storage # 206

Vendor Name: Dell

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: (Department Head or Designee) [Signature]

Date: 10/7/22

#### \*\*\*\*\* 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: \_\_\_\_\_

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Revised 6/25/2007



# City of Madison, Alabama

## Capital Assets

### Disposal Form

#### Section 1

Capital Assets Tag No. CM0365  
(Existing Assets Number)

#### Section 2

Date: 10/7/22

Department: I.T.

Item Description: Dell Optiplex 990

Serial/Model #: 3826XR1/990

New: ☐ Used: ☒

Location: I.T. Storage #206

Vendor Name: Dell

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.

Chris White  
Signature: (Department Head or Designee)

10/7/22  
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