



## Fixed Asset Disposal

Item Description: \_\_\_\_\_ Date: \_\_\_\_\_

Acquisition cost: \$ \_\_\_\_\_ Book Value: \$ \_\_\_\_\_

Date purchased: \_\_\_\_\_ Department: \_\_\_\_\_

Real property name and parcel #: \_\_\_\_\_

Vehicle tag and VIN: \_\_\_\_\_

Reason for disposal: \_\_\_\_\_

Additional information: \_\_\_\_\_

\_\_\_\_\_  
Department head Date Town manager Date

\_\_\_\_\_  
Governing body approval Date

Disposal method (circle one):      Sale      Trade      Scrap      Transfer

Gain/loss on disposal: \$ \_\_\_\_\_

Sale amount: \$ \_\_\_\_\_ Scrap value: \$ \_\_\_\_\_

Buyer name and address: \_\_\_\_\_

Services received: \_\_\_\_\_

Fair market value: \$ \_\_\_\_\_

Trader name and address: \_\_\_\_\_

Department transferred to: \_\_\_\_\_

\_\_\_\_\_  
Finance officer Date