

Disposal of Fixed Assets Form

Disposition:

Date disposed: _____ Asset Number: _____

Description: _____

Mfg: _____ Model _____ Serial #: _____

If set out for garbage explain why and give details (i.e. broken leg, lost in water dig out,): _____

If obsolete a letter from a vendor stating obsolete or cost more to fix than the value of the asset (letter must be attached to this form:

If sold to whom and for how much. (If selling a fixed asset, be sure that you are complying with ORC. Check with the Law Dept. to be safe.)

Name: _____

Address: _____ Amount received: _____

If given to another department- list that department (i.e. to building, fire, etc) _____

If not to any specific Dept. but put in basement of City Hall or taken to Public Works please indicate where it was taken and who took it.

Signature of employee removing an asset and their supervisors signature

You must give in writing to either the Service Director (if put in basement of City Hall) or the Superintendent of Public Works (if sent to public works) or any other receiving department so that they can fill in the Acquisition Form.

THIS COMPLETED FORM MUST BE TURNED IN TO THE AUDITOR'S OFFICE IMMEDIATELY AT TIME OF ACQUISITION OR DISPOSAL.