

2783

DEPT.:

1 OF 2

CITY-PARISH GOVERNMENT

Movable Assets Acquisition, Departmental Move, Disposition and Correction Form

As Needed Correct Section A, B, or C of the FMA Form: Circle Your Corrections:

A Correction

Date: 01/26/2018

Property Tag: 106972

Description: 2003 Honda TRX400FW ATV

Serial No./VIN#: 478TE200534401687 Acct#:

Location: 2 2 2 4 (digits) Property Manager: (code) Class Code:

Dept./Div.#: 7702002 Date Rec'd: 04/27/2004 P.O.#: 40539 P.O. Date: 03/22/2004

Landscape Maintenance

Item Cost: \$ VEHICLE AND EQUIPMENT: Make: Honda Model: TRX400FW

Year: 2003 Equipment No.: 2783 License No: N/A

B DEPARTMENTAL MOVE (or) TRANSFER

Department/Division receiving asset must complete this section Ensure to complete section A of this form

Date: New Location: Dept./Div. No.:

Method: New Dept./Div Signature:

C DONATION, SOLD, SURPLUS, PILFERAGE, REPLACEMENT OR TRADE-IN

Ensure to complete section A of this form

Check One Donatio Sale Surplus/Scrapped Pilferage Trade-In Replacement Asset

Date: Amount received Trade-In \$

Disposition Code: Amount received for Sale: \$

Sold To: Donee (Organization):

P: Pilferage, S: Sold, T: Trade-in, Y: Donated, Z: Scrapped/Surplus, ZX Replacement Asset

Authorized Signature: Date: 1/26/18

*Return original completed form to the Inventory Division within 10 days of receipt of the item(s) and/or transaction. If additional tags are required for P.O., call 389-4965

Handwritten signatures and stamps including '2018 JAN 26 10 10Z' and '389-4965'.

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DPW Business Office

CITY OF BATON ROUGE - PARISH OF EAST BATON ROUGE
Movable Asset Disposition Form

Property Tag Number: 106972 Equipment Number: 2783 Date: 01/24/2018

Year: 2003 Make: Honda Description: TRX400FW ATV

VIN/Serial Number: 478TE200534401687 License No.: N/A Color:

Odometer/Hour Meter: _____ Department: Owing - 7902000 Using - 7702002

Fleet Rental & Replacment Landscape Maintenance

Type of Disposition:

- Pilferage (Must include Police Report)
- To Auction Lot
- Trade-In
- Donated (Must have Council approval)
- Scrapped

Condition of Equipment:

Paint: _____ Battery: _____ Engine: _____ Differential: _____
 Body: _____ Brakes: _____ Steering: _____ Transmission: _____
 Radio: _____ Clutch: _____ Upholstry: _____ Air Conditioner: _____
 Glass: _____ Heater: _____ Radiator: _____ Tires: RF ___ RR ___ LF ___ LR ___

List all missing engine parts and accessories: _____

I certify the above information to be accurate and this vehicle is free of trash/debris.

Authorized Departmental/Divisional Signature

Date

1/26/18

Authorized Purchasing/Central Garage Signature

Date

Fuel Card _____ Cancelled On _____

Fuel Card _____ Cancelled On _____