

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: 01/09/2018

Property Tag: 106865

Description: 2004 Chevrolet Express Van

Serial No./VIN#: 1GCGG25V541217957

Acct#:

Location: 2 2 2 4 (digits)

Property Manager: (code)

Class Code:

Dept./Div.#: 7803000

Date Rec'd: 06/09/2004

P.O.#: 040443 P.O. Date:

Public Building Maintenance

Item Cost: \$ VEHICLE AND EQUIPMENT: Make: Chevrolet Model: Express 2500

Year: 2004 Equipment No.: 2755 License No: 195416

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: Donation 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, I: Trade-in, Y: Donated, Z: Scrapped/Surplus, ZX Replacement Asset

Authorized Signature:

Date: 1/11/18

*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 at 389-4965. *

2018 JAN 29 PM 3:54

2755

DPW Business Office

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

Property Tag Number: 106865 Equipment Number: 2755 Date: 01/10/2018
Year: 2004 Make: Chevrolet Description: Express Van 2500
VIN/Serial Number: 1GCGG25V541217957 License No.: 195416 Color: White
Odometer/Hour Meter: 139908 Department: Owing - 7902000 Using - 7803000

Fleet Rental & Replacement Public Building 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

[Signature]
Authorized Purchasing/Central Garage Signature

1/10/18
Date

Fuel Card _____ Cancelled On _____
 Fuel Card _____ Cancelled On _____