

2405

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: 01/11/2018

Property Tag:

99991

Description: 2000 Chevrolet Express Van

Serial No./VIN#: 1GCFG25M8Y1233594

Acct#:

Location: 2 2 2 4 (digits)

Property Manager: (code)

Class Code:

Dept./Div.#: 7803000

Date Rec'd: 04/11/2000

P.O.#:

P.O. Date:

Public Building Maintenance

Item Cost: \$

VEHICLE AND EQUIPMENT: Make: Chevrolet Model: Express

Year: 2000

Equipment No.: 2405

License No: 160716

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

Authorized Signature: Date: 1/24/18

*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. *

Stamp: 2018 JAN 29 PM 3:53 and signature

2405

DPW Business Office

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

Property Tag Number: 99991 Equipment Number: 2405 Date: 01/23/2018
Year: 2000 Make: Chevrolet Description: Express Van
VIN/Serial Number: 1GCFG25M8Y1233594 License No.: 160716 Color:
Odometer/Hour Meter: 136621 Department: Owning - 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

1/24/18
Date

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