

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:

115780

Description: 2008 Diteq 2020 Concrete Saw

Serial No./VIN#: 000049

Acct#:

Location: 2 2 2 4 (digits)

Property Manager: (code)

Class Code:

Dept./Div.#: 7704002 Date Rec'd: 04/15/2008 P.O.#: 80618 P.O. Date:

Maintenance Drainage

Item Cost: \$ VEHICLE AND EQUIPMENT: Make: Diteq Model: 2020

Year: 2008 Equipment No.: 3305 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 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: [Handwritten 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 at 889-0965.

2018 JAN 29 10 52 AM 810Z [Handwritten Initials]

3305

DPW Business Office

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

Property Tag Number: 115 780      Equipment Number: 3305      Date: 01/26/2018  
Year: 2008      Make: Diteq      Description: 2020 Concrete Saw  
VIN/Serial Number: 000049      License No.: N/A      Color:  
Odometer/Hour Meter: \_\_\_\_\_      Department: Owing - 7902000      Using - 7704002  
Fleet Rental & Replacment      Maintenance Drainage

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  
[Signature]  
\_\_\_\_\_  
Authorized Purchasing/Central Garage Signature

\_\_\_\_\_  
Date  
1/26/18  
\_\_\_\_\_  
Date

Fuel Card \_\_\_\_\_ Cancelled On \_\_\_\_\_  
Fuel Card \_\_\_\_\_ Cancelled On \_\_\_\_\_