

3011

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:

112083

Description: Scagg Tiger Cat STC52A-24HN Lawn Mower

Serial No./VIN#: B5300036

Acct#:

Location: 2/2/2/4 (digits)Property Manager: _____
(code)

Class Code:

Dept./Div.#: 7803000 Date Rec'd: 10/26/2006 P.O.#: 61549 P.O. Date: 10/05/2006

Public Building Maintenance

Item Cost: \$ **VEHICLE AND EQUIPMENT:** Make: Scagg Model: Tiger Cat

Year: 2006 Equipment No.: 3011 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 AssetAuthorized Signature: Date: ***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**

JAN 29 2018 3 38 PM



3011

DPW Business Office

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

Property Tag Number: 112083 Equipment Number: 3011 Date: 01/26/2018
Year: 2006 Make: Scag Description: Tiger Cat STC52A-24HN
VIN/Serial Number: B5300036 License No.: N/A Color:
Odometer/Hour Meter: _____ 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

Authorized Purchasing/Central Garage Signature

Date

Date

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

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