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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: 01/26/2019

Property Tag:

126554

Description: 2014 Toro ZTR Riding Lawn Mower

Serial No./VIN#: 314000231

Acct#:

Location: 2 2 2 4 (digits)

Property Manager:

Class Code:

(code)

Dept./Div.#: 7702002

Date Rec'd: 09/15/2014

P.O.#: 141252 P.O. Date: 07/31/2014

Landscape Maintenance

Item Cost: \$ VEHICLE AND EQUIPMENT: Make: Toro Model: 74942

Year: 2014 Equipment No.: 3809 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 [x] 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: [Signature] Date: [Signature]

\*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.

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DPW Business Office

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

Property Tag Number: 126554      Equipment Number: 3809      Date: 01/26/2018  
Year: 2014      Make: Toro      Description: 100HRZTR Lawn Mower  
VIN/Serial Number: 314000231      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  
  
 \_\_\_\_\_  
 Authorized Purchasing/Central Garage Signature

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

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