

3857

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: 126919

Description: 2014 Toro ZTR Riding Lawn Mower

Serial No./VIN#: 314000328

Acct#:

Location: 2 2 2 4 (digits) Property Manager: (code) Class Code:

Dept./Div.#: 7702002 Date Rec'd: 12/31/2014 P.O.#: 141763 P.O. Date: 11/18/2014

Landscape Maintenance

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

Year: 2014 Equipment No.: 3857 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: 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.

Handwritten signatures and stamps including '2018 JAN 29 PM 1:01' and 'EBR PARISH PURCHASING'.

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DPW Business Office

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

Property Tag Number: 126919 Equipment Number: 3857 Date: 01/26/2018
Year: 2014 Make: Toro Description: 100HRZTR Lawn Mower
VIN/Serial Number: 314000328 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

Date

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