

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

Date: 01/26/2019

Property Tag:

125086

Correction

Description: 2014 Club Car XRT950 Golf Car

Serial No./VIN#: KX1416-454753

Acct#:

Location: / / /
2 2 2 4 (digits)

Property Manager: _____
(code)

Class Code:

Dept./Div.#: 7070423 **Date Rec'd:** 11/22/2013 **P.O.#:** 131693 **P.O. Date:**
WWT - South Plant

Item Cost: \$ **VEHICLE AND EQUIPMENT: Make:** Club Car **Model:** XRT950

Year: 2014 **Equipment No.:** 3759 **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:

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. ***

of receipt of the item(s)
5 *

3759

DPW Business Office

CITY OF BATON ROUGE - PARISH OF EAST BATON ROUGE

Movable Asset Disposition Form

Property Tag Number: 125086 Equipment Number: 3759 Date: 01/26/2018
Year: 2014 Make: Club Car Description: XRT950 Golf Car
VIN/Serial Number: KX1416-454753 License No.: N/A Color:
Odometer/Hour Meter: _____ Department: Owning - 7902000 Using - 7070423
Fleet Rental & Replacement WWT - South Plant

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 _____