

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:

115809

Description: 2008 Kubota M6040 Tractor

Serial No./VIN#: 10404

Acct#:

Location: 2 2 2 4 (digits)

Property Manager: (code)

Class Code:

Dept./Div.#: 7702002 Date Rec'd: 07/07/2008 P.O.#: 80851 P.O. Date:

Landscape Maintenance

Item Cost: \$ VEHICLE AND EQUIPMENT: Make: Kubota Model: M6040

Year: 2008 Equipment No.: 3318 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 Donatio 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: 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 389-4965.

Stamp: 2018 JAN 29 PM 4:00

3318

DPW Business Office

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

Property Tag Number: 115809 Equipment Number: 3318 Date: 01/26/2018
Year: 2008 Make: Kubota Description: M6040 Tractor
VIN/Serial Number: 10404 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
[Handwritten Signature]

Authorized Purchasing/Central Garage Signature

Date
1/26/18

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