

DISPOSAL OF ASSET FORM

Paul

Date	08.17.22	Out of service date	08.12.22
Department	Parks & Recreation		

Check or answer all that apply

<i>Partial</i>	Asset is operational Yes / No / <u>Partially</u> (Explain in the description below)
<i>Yes</i>	Asset is obsolete or outdated
<i>Yes</i>	Asset is no longer functional for any departments within the City
<i>Yes</i>	Asset considered too costly to repair
Must be completed / Description of asset to be disposed of including mechanical / operational condition	
<p style="font-family: cursive;">Gas pedal failed more than once & was taken to the shop for repairs.</p>	
City of Seguin Asset Tag Number:	SS030
Unit Number (If applicable):	552
Make & Model:	2005 Ford Regular Extended cab
Serial Number or VIN:	1FTNXZ0595EC71903
Estimate / Original Cost of Asset:	Unknown 17,949.00

To be completed by Finance Department ONLY:

Original Cost of Asset:

✓

Asset's original cost was less than \$5,000, City Manager can authorize the disposal of the asset

Asset's original cost was \$5,000 or more, The City Council must approve the disposal of the asset

Asset is being sold by sealed bids, City council must approve the sale

Department Director's signature	<i>[Signature]</i>	Date:	8-17-22
Director of Finance's signature	<i>Susan Caddell</i>	Date:	8-18-22
City Manager's signature	<i>[Signature]</i>	Date:	8-22-22