

Disposal of Asset Form

Date	4/15/2026	Out of service date	8/14/2018
Department	Electric		

Check or answer all that apply

YES	Asset is operational Yes /No / Partially (Explain in the description below)
X	Asset is obsolete or outdated
	Asset is no longer functional for any departments within the City
	Asset considered too costly to repair
Must be completed / Description of asset to be disposed of including mechanical / operational condition	
Inventory Commodity. 35 ea 45-Foot Composite Poles. Last movement was 8/14/2018. Poles are no longer used on the city's electric distribution system.	
City of Seguin Asset Tag Number:	
Unit Number (If applicable):	285-074-00076
Make & Model:	
Serial Number or VIN:	
Estimate / Original Cost of Asset:	\$10,150.00

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		Date:	
Director of Finance's signature		Date:	
City Manager's signature		Date:	

Vehicle Inspection Form

Auction ID Number				Asset Number				Unit Number			
Year			Make & Model								
VIN					Title		Yes		No		
Odometer			Hours				Accurate		Yes		No
Out of service date				Maintenance Records Available for Inspection			Yes		No		
Vehicle	Starts		Starts w Boost		Engine Runs			Parts Only			
	Does not Start		Runs / Drives		Other						
Fuel Type	Gas		Propane		Gas / Electric Hybrid						
	Diesel		Natural Gas		Other						
Engine	Liters		V or Inline		Other						
Engine Condition	Runs		Needs Repair		Unknown						
	Other										
Transmission	Automatic		# of Gears		Operable		Needs Repair				
	Manual		Unknown condition		Notes						
Drivetrain	2 Wheel Drive		4 Wheel Drive		Condition						
Tire Condition	Good		Low / Flat		Hubcap		Dry rotted				
Windows	No Cracks		Cracks		Other						
Exterior	Color		Dings		Dents		Scratches				
	Damages										
	Tow Package										
Decals	None		Have been sprayed		Removed		Impression Remains				
Emergency Equipment	None		Removed		Exterior Holes		No Exterior holes				
Seats	Color		Cloth		Vinyl		Leather				
	Damages										
Dash /Floor Roof	Damages										
Radio	Stock		Brand / Model		AM/FM		AM/FM/CD				
	Bluetooth		Sirius		Other						
Air Conditioning	Works/Blows		Cold/ Cool/ Warm		Unknown		No A/C				
Air Bags	Drivers		Dual		Other						

BUYER must bring battery / battery pack /air compressor / tires for units requiring attention to remove from City property.

Heavy Equipment Inspection Form

Auction ID Number				Asset Number				Unit Number				
Year			Make & Model									
VIN / Serial Number						Title		Yes		No		
Mileage				Meter Hours			Accurate		Yes		No	
Out of service date				Maintenance Records Available for Inspection			Yes		No			
This Vehicle was maintained every			Hours				Months					
Vehicle	Starts			Starts w Boost			Engine Runs				Parts Only	
	Does not Start			Runs / Drives			Other					
Fuel Type	Gas			Propane			Gas / Electric Hybrid					
	Diesel			Natural Gas			Other					
Engine	Liters			V or Inline			Other					
Engine Condition	Runs			Needs Repair			Unknown					
	Other											
Transmission	Automatic			Number of Gears			Operable				Needs Repair	
	Manual			Unknown Condition			Manufacturer					
	Notes											
Drivetrain	2 Wheel Drive			4 Wheel Drive			AWD					
Tire Condition	Good			Low			Flat				Dry Rotted	
	# of Wheels			# of Axles			# of Tracks				Track Dimensions	
Windows	No Cracks			Cracks			Other					
Exterior	Color			Dings			Dents				Scratches	
	Damages											
	Ramps/Other											
Decals	None			Have been sprayed			Removed				Impression Remains	
Emergency Equipment	None			Removed			Exterior Holes				No Exterior holes	
Seats	Color			Cloth			Vinyl				Leather	
	Damages											
Dash /Floor Roof	Damages											
Radio	Stock			Brand / Model			AM/FM				AM/FM/CD	
	Bluetooth			Sirius			Other					
Air Conditioning	Works/Blows			Cold/ Cool/ Warm			Unknown				No A/C	
Air Bags	Drivers			Dual			Other					

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