

Disposal of Asset Form

Date	2/2/2022	Out of service date	11/1/2019
Department	Police		

Check or answer all that apply

	Asset is operational Yes /No / Partially (Explain in the description below)
X	Asset is obsolete or outdated
X	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 Primera DVD Burner, partially working. When it did work, it locked up often causing workload backlogs. I.T. had to come physically reset burner. Has been stored away, unused since 2019.	
City of Seguin Asset Tag Number:	N/A
Unit Number (If applicable):	N/A
Make & Model:	Primera, Disc Publisher 4100
Serial Number or VIN:	SN: 2150800787
Estimate / Original Cost of Asset:	\$3,295.00

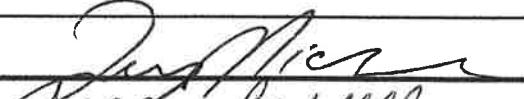


To be completed by Finance Department ONLY:

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:	2/2/2022
Director of Finance's signature		Date:	2-8-22
City Manager's signature		Date:	2-8-22