

REQUEST FOR PROPERTY DISPOSAL OR TRANSFER

TO: FIXED ASSET MANAGER
FROM: John Wilkins (DEPT HEAD)
SUBJ: FIXED ASSET TAG NUMBER 98 0240
DATE: 3/26/2012

PLEASE TRANSFER/DISPOSE OF THE FOLLOWING EXCESS OR SURPLUS
PROPERTY WHOSE ESTIMATED CURRENT VALUE TO THE CITY IS
\$ less than \$500.00

EXPLAIN: Site Built Parking Attendant Booth at Entrance
to Malloy Square Parking Lot - 402 Wall St

DESCRIPTION OF PROPERTY Booth is unused and creates a hazard to
Commercial Vehicles Entering Parking Lot for Events at Malloy
Square. Site Built and cannot be moved.

ORIGINAL COST OF ITEM: \$ 24458.70 ORIGINAL PURCHASE DATE: 1998

Recommended Property Disposition:

- (a) Transfer to _____ Department.
- (b) Scrap, junk, or donate.
- (c) Property to be sold to highest bidder.
- (d) Other (Explain) _____

Comments: _____

APPROVED BY: [Signature] 3/26/2012
(Department Head)

APPROVED BY: [Signature]
(Finance Department)

AUTHORIZATION FOR FINAL DISPOSITION:

____ APPROVED
____ DISAPPROVED

City Manager Date

CKW RESOLUTION # _____

Asset Information

Asset: MALLORY SQUARE PARKING LOT BOOTH
 Asset type: IMPROVEMENTS O/T BLDGS
 Asset sub-type:
 Serial number:
 Tag/Reference number:
 Status: FULLY DEPRECIATED
 Asset classification: Government

Acquisition

Acquisition method: PR PURCHASE
 Acquisition date: 9/30/1998
 Check number: 19227
 Project: MS9374 Mallory Square Improvements
 Purchase cost: 24,458.70
 Capitalized cost: .00
 Insurance coverage: .00
 Salvage value: .00

Depreciation Information

Depreciable: Yes
 Calculation type: Purchase cost
 Capital: N/A
 Cost center: 19 00-519
 Life in months: 84
 Remaining life in months:
 Unrealized depreciation: .00

Depreciation Distribution

Status	Description	Account Number	Year to Date	Life to Date	% Distr.	Fund
Active	Asset	30300001649000	N/A	N/A	100.00	N/A
Active	Accumulated	30300001659000	.00	24,458.70	100.00	N/A
Active	Expense	30319005195900	.00	24,458.70	100.00	303
.00 YTD Depreciation						
24,458.70 LTD Depreciation						
100.00 % Depreciation						

Disposal Information

Disposal date:
 Disposal price: .00
 Disposal description:

Improvements

Asset Cost	YTD Depreciation	LTD
MALLORY SQUARE PARKING LO 24,458.70	.00	24,458.70
Total Improvements	.00	.00
Total:	24,458.70	24,458.70

No improvements