

CAPITAL ASSET DISPOSAL RECORD TOWN OF MORRISON

Assigned Property Number _____

Authority _____

Reference _____

Reason _____

Date of Disposition _____

Item Description _____

Removed From Department _____

Method of Disposal _____

Trade-in (list new items acquired) _____

How Sold (advertised, sealed bids, etc. _____

Transfer (list department receiving) _____

Junked and/or salvaged for parts _____

Other (explanation) _____

Location at Time of Final Disposal _____

Amount Received\$ _____

Sold to Whom _____

Other Comments _____

Condition of Property _____

Signature of Authority _____