

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY
SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager. If surplus declaration is approved, Department will be notified and disposal will begin. Online Auction Administrator will notify department when the item has sold.

Department: _____ Department Contact: _____ Date: _____

Items Requested to be Surplused: _____ ID/Asset Tag Number: _____

PROPERTY DESCRIPTION	CONDITION	DATE PURCHASED	PURCHASE PRICE
	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Unknown		

Reason for being surplused: _____

Has it been offered for transfer to another Department within the City: _____

Has it been offered for transfer to another agency within the State: _____ If so, to whom: _____

Donated to outside government agency: _____ Name of agency: _____

Sold for scrap metal: _____ To whom: _____ Amount received: _____

Will this be sold on the Public Surplus website: _____ If so, what is the minimum bid: _____

Dates advertised on website: _____ Did item sell: _____ Amount received: _____

Has proper advertisement been completed: _____ Newspaper(s): _____ Other public notice(s): _____

Name, Address, and Telephone Number of Buyer: _____

Item ready to be released to buyer with a copy of receipt attached: _____ Date: _____

Date and signature of City Manager detailing the approval of the request for surplus: _____

Date surplus approved by City Council/Trustees: _____

Date, Amount, Check number, and receipt of check received from Public Surplus: _____

Removed from Fixed Assets: _____

Type	Model	Serial #	Year Acquired	Approximate Cost
Laptop	IBM Thinkpad	78CLMC8	2002	\$ 2,500.00
Laptop	Dell Precision	2ZYYCD1	2004	\$ 1,200.00
Laptop	Dell Inspiron 700M	4RDQ971	2005	\$ 1,200.00
Laptop	Dell Latitude 110L	4B04S71	2005	\$ 1,500.00
Laptop	Sony PCG-9Y2L	R5488005; 3100231	2008	\$ 1,500.00
Laptop	Sony PCG-9Y2L	R5488008; 3100234	2008	\$ 1,500.00
Laptop	Toshiba TECRA A9-S9020X	38088662H	2008	\$ 1,500.00
Laptop	Panasonic Toughbook CF-30	8BKYA08954	2013	\$ 4,800.00
Monitor	Dell E151FP	CN03K6484663328E11MQ	2002	\$ 200.00
Monitor	Dell E151FP	CN06R644478042BOC2V5	2002	\$ 200.00
Monitor	Dell E151FP	CN03K6484663328811AK	2002	\$ 200.00
Monitor	Dell E176FPc	0MC040641806390MMC	2006	\$ 200.00
Monitor	HP FV583A	3CQ9234XXT	2009	\$ 200.00
Monitor	Dell E2010Ht	CN0C201R7444504O743S	2010	\$ 200.00
Monitor	Dell E1910c	CN0T571R6418005C15BS	2010	\$ 200.00
Monitor	HP S2031	3CQ11319JP	2011	\$ 200.00
Monitor	Dell E2215	CN0DHNV3728724B8C4V8	2014	\$ 200.00
Monitor	Dell 2E2015HVf	CN0MH7HK72872560DDHK	2015	\$ 200.00
Monitor	Acer V226WL	61102022085	2016	\$ 150.00
Monitor	Acer G276HL	72703021485	2017	\$ 150.00
PC	Dell Dimension 4550	5P3P121	2002	\$ 700.00
PC	Dell Vostro	7QMTNM1	2010	\$ 400.00
PC	Dell Vostro	D4JLMM1	2010	\$ 400.00
PC	Dell Vostro	HWMR6Y1	2010	\$ 400.00
PC	Dell Vostro	7QMSNM1	2010	\$ 400.00
PC	Dell Optiplex790	82TG1R1	2011	\$ 600.00
PC	HP Pro 3500	MXL3220TSS	2013	\$ 800.00
PC	Dell D08S	4XP6X12	2014	\$ 500.00
PC	Dell Optiplex 3020	3PS4R22	2014	\$ 600.00
PC	Dell Optiplex 3020	4XM8X12	2014	\$ 600.00
PC	Dell Optiplex 3020	DPDPD42	2015	\$ 600.00
PC	Dell Optiplex 3020	GX7Q182	2015	\$ 600.00
PC	Dell Optiplex 3020	5BTJV52	2015	\$ 600.00
PC	HP Slimline270	CNV7361CWL	2017	\$ 400.00
PC	HP Pavilion 20-b013W	3CR3240ZZ4	UNKNOWN	\$ -
PC	HP Pavilion 20-b013W	3CR3040BVK	UNKNOWN	\$ -
Printer	IBM 4247-003 Dot Matrix	0145914	2003	\$ 1,200.00
Printer	HP Colorjet 1600	6050901341	2006	\$ 600.00
Printer	Brother MFC-6890CDW	U62055A9F349850	2008	\$ 600.00
Printer	Brother MFC-J6920DW	U63571C4F463879	2013	\$ 600.00
Printer	HP Color Laser Jet Pro MFP M177fw	unknown	2015	\$ 350.00
Tape Drive	Ditto IO2000-PX	U71720B22L	2001	\$ 200.00
DVD/CD Writer	Liteon Ihas324-98	2B82775025373743524460	2012	\$ 50.00
				\$ 29,200.00