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: City Hall Department Contact: Julie Casteen Date: 5/29/2020

Items Requested to be Surplused: ID/Asset Tag Number: 701C04.02069.K37

PROPERTY DESCRIPTION	CONDITION	DATE PUCHASED	PURCHASE PRICE
Martin Yale Folding Machine, Model 1611	☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Unknown	2013	$800.00

Reason for being surplused: Not needed

_____

Has it been offered for transfer to another Department within the City: No

Has it been offered for transfer to another agency within the State: No 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: _____