

**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: \_\_\_\_\_