

**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.

Department: Police Department Contact: Chief Bell Date: 03/26/2021

Items Requested to be Surplused: Panasonic Toughbook Laptops #2

ID/Asset Tag Number: 00382

<u>PROPERTY DESCRIPTION</u> Panasonic Laptop Computer S/N: CTYA67628	<u>CONDITION</u> <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Poor	<u>DATE PURCHASED</u> 03/22/2013	<u>Approximate Current Value</u> \$100
		<u>PURCHASE PRICE</u> 2,389.00	

Reason for being surplused:

Operating system no longer current, will require costly updates.

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

Has it been offered for transfer to another agency within the State: Yes  No  If so, to whom:

Name of agency: Oklahoma Association of Chiefs of Police

Sold for scrap metal: Yes  No  If yes, to whom:

Amount received:

-----FINANCE USE ONLY-----

Date placed on surplus website: \_\_\_\_\_ Did item sell: Yes  No

Date Sold: \_\_\_\_\_ Amount received: \$ \_\_\_\_\_

Name, Address, and Telephone Number of Buyer: \_\_\_\_\_

Item ready to be released to buyer with a copy of receipt attached: Yes  No  Date: \_\_\_\_\_

City Manager approval of the request for surplus: \_\_\_\_\_ Date: \_\_\_\_\_

Date surplus approved by City Council/Trustees: \_\_\_\_\_

Date, Amount, and receipt of funds from Public Surplus:  
 \_\_\_\_\_

Date Insurance Cancelled: \_\_\_\_\_

Date Removed from Fixed Assets: \_\_\_\_\_