

**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: \_\_\_\_\_ Department Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Items Requested to be Surplused: \_\_\_\_\_

ID/Asset Tag Number: \_\_\_\_\_

<u>PROPERTY DESCRIPTION</u>	<u>CONDITION</u>	<u>DATE PURCHASED</u>	<u>Approximate Current Value</u>
		Excellent Good Fair Poor	

Reason for being surplused:

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:

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: \_\_\_\_\_