



The City of Edgewater

Finance Department
 104 Riverside Drive
 Edgewater, FL 32132

REQUEST FOR FIXED ASSET TRANSFER / DISPOSAL

TO: Finance Department
 FROM: _____
 SUBJECT: REQUEST FOR FIXED ASSET TRANSFER / DISPOSAL
 DATE: _____

ALL FIXED ASSET ITEMS MUST HAVE CITY I.D. NUMBERS, SERIAL NUMBERS, ETC., IN ORDER TO MAKE PROPER IDENTIFICATION OF EACH ITEM TO BE REMOVED FROM YOUR PROPERTY RECORDS BY THE FINANCE DEPARTMENT.

Item No	Property ID Number	Description - Indicate Inventory Number if Appropriate	Estimated Value	Method of Disposal	Date Disposal Required
1					
2					
3					
4					
5					

REASON FOR TRANSFER/DISPOSAL:							
Item	Obsolete	Not Repairable	Stolen*	Sold	Cannot Locate	Transferred** (Notate Receiver's Department Number)	Trade In*** (What & How Much)
1							
2							
3							
4							
5							

* Stolen Property - A copy of the police report must be sent along with this request.

**Disposal of surplus property will be within current approved policy

***Attach documenting evidence.

Signatures	Approve	Disapprove
Fleet Management or MIS when applicable:	<i>Dicy Hall</i>	
Department Head:		
Receiving Department Head (if transferred item):		
Finance Director:		
Rev (4/2/25)	Date of Disposal:	