



# The City of Edgewater

Finance Department  
 104 Riverside Drive  
 Edgewater, FL 32132

## REQUEST FOR FIXED ASSET TRANSFER / DISPOSAL

TO: Finance Department  
 FROM: FLEET  
 SUBJECT: REQUEST FOR FIXED ASSET TRANSFER / DISPOSAL  
 DATE: 02-10-2026

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	5008/1581	2004 F550 BUCKET TRUCK	\$5000	DESTROYED	UNDETERMINED
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	GRANT						
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:	Dicy Hall	
Department Head:	<i>[Signature]</i>	
Receiving Department Head (if transferred item):		
Finance Director:		
Rev (4/2/25)	Date of Disposal:	