COPY

CITY OF FOLEY

PROPERTY FORM

☐ NEW ☐ TRANSFER ☐ DISPOSAL ☐ CHANGE ☐ OUT OF SERVICE

Effective Date: July 01, 2014 Resolution #: _____
If Property is being Transferred,

Department: POLICE Receiving Department: _____
If Property is to be Disposed,

Means of Disposal: ☐ GOVDEALS ☐ SCRAP ☐ OTHER _____ *(If other, describe)*

☐ OUT OF SERVICE _____ *(Storage location)*

If New: ☐ PURCHASED ☐ CONFISCATED ☐ OTHER _____ *(If other, describe)*

Item Description: 1999 CHEV SUBURBAN

VIN/Serial #: 1GNEC167XY377025 Make: CHEV Model: SUBURBAN

City Tag : _____ *(If applicable)* Vehicle #: 0811 *(If applicable)* Mileage: 263616

Departmental Section
- Current Vehicle/equipment ID# _____
- New vehicle/equipment number assigned _____
- Completed by _____ Date _____

Accounts Payable Section
- Vendor _____ Date Paid _____
- Moved title *(if applicable)* to proper dept. vehicle file _____
- Title Applied For _____ Tag Applied For _____
- Paperwork (if any) attached _____
- Completed by _____ Date _____

Insurance
- Is item insured? _____
- If new, date item was added to insurance _____
- If changed, date insurance company was notified _____
- Completed by _____

Fixed Asset Section
- On F.A. list? _____ If Yes, ID # _____
- Date transferred in F.A. system _____
- Completed by _____

Prepaid Insurance
- Date schedule was updated _____
- Completed by _____

Updated: 8/20/10