

<b>Routing:</b>	
Purchasing	
F&A Sr. Acctg. Assoc.	



**CITY OF KIRKLAND  
ASSET DISPOSITION**

Department: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Ext No: \_\_\_\_\_

Description of Item: \_\_\_\_\_

Location of Item: \_\_\_\_\_

Number of like items if more than one: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial No: \_\_\_\_\_

Condition: Excellent Good Poor (check one)

Current estimated value: None \$1-10,000 Over \$10,000 (check one)

Estimated Acquisition Date: \_\_\_\_\_ Asset Tag No: \_\_\_\_\_ Tag

Color: \_\_\_\_\_

Asset Status: Surplused (see below \*) Traded-in Transferred to – Dept Name:

\_\_\_\_\_

Damaged Lost/Stolen – Police Report No: \_\_\_\_\_ (check one)

For Vehicles Only: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Mileage: \_\_\_\_\_ VIN No: \_\_\_\_\_

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

\_\_\_\_\_  
Signature of Department Head or Designee

\_\_\_\_\_  
Date

\* COMPLETE FOR PROPERTY BEING SURPLUSED : \_\_\_\_\_ Statement:  
KMC 3.86

I certify that the above-described City-owned property is hereby declared surplus to the needs of this department.

\_\_\_\_\_  
Signature of Department Head or Designee

\_\_\_\_\_  
Date

Sample