



CITY OF EPHRATA

DISPOSAL/TRANSFER INFORMATION

SMALL & ATTRACTIVE ITEMS

ASSET DESCRIPTION: _____

ID NO: _____ MAKE/MODEL: _____

REASON FOR DISPOSAL: _____

TRANSFERRED TO: _____

MEANS OF DISPOSAL: Sale Scrapped Auction
 Theft Donation

The property value of the listed asset is estimated to be \$2,000 or less and I hereby certify that the property shall be disposed of or sold in the manner stated above.

Department Head

Date

The property value of the listed asset is estimated to be more than \$2,000 I hereby certify that the property shall be disposed of or sold in the manner stated above.

Department Head

Date

City Administrator

Date