



City Cruises Canada FIXED ASSET DISPOSAL FORM

Please complete this form if an item from your department is disposed of in any manner (scrapped, sold, transferred or traded). Accounting will use this form to determine accurately reflect the transaction in City Cruises Canada financial records.

**ASSET DESCRIPTION
& LOCATION:**

DATE OF DISPOSAL:

**ASSET DISPOSAL AUTHORIZED BY
(Department Director);**

METHOD OF DISPOSAL

SCRAPPED:

PART EXCHANGED

METHOD OF SCRAPPING:

(further details will be requested).

TRANSFERRED TO:

SOLD:**

**IF SOLD, PLEASE GIVE THE DETAILS BELOW: (note if Asset is sold an invoice must be prepared by Accounting & HST must be charged on Invoice)

PURCHASER:

AGREED PRICE:

PAYMENT METHOD:

DISPOSAL COSTS:

CCC INVOICE #:

(did CCC incur cost associated with sale ie: labor to remove asset)

COMPLETED BY:

DATE: