

NOTICE OF EQUIPMENT TRANSFER/SURPLUS



THE Planning and Development DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
2 Black Conference Chairs			N
Gray Folding Chair		166	Y
3 Under Chair Mats		None	Y
Bookcase		None	Y
Chair		None	Y

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

- THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE _____ DEPARTMENT.
 THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE MOTOR POOL/PUBLIC WORKS DEPARTMENT.
 THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE PARKER RD. STORAGE.

OR

THE FIXED ASSETS LISTED ABOVE WERE SURPLUSED TO THE DEPARTMENT CHECKED BELOW.

- SURPLUSED TO PARKER RD. STORAGE (FURNITURE ,EQUIPMENT ,COMPUTERS, ETC.)
 SURPLUSED TO FLEET SERVICES (VEHICLES)

IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL TO STORAGE AFTER THE BOC APPROVAL.

TRANSFERRING DEPARTMENT:

[Handwritten Signature]

ELECTED OFFICIAL/DEPARTMENT HEAD

12/21/2018

DATE

RECEIVING DEPARTMENT:

Maintenance

ELECTED OFFICIAL/DEPARTMENT HEAD

DATE

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset / inventory lists.

IF SURPLUSED:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE

2019-101

NOTICE OF EQUIPMENT TRANSFER/SURPLUS



THE Planning and Development DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
Gray File Cabinet		None	Y
Metal Leg Table		34-142	Y
Small 2-drawer File Cabinet		36-P97-1239	Y
Wooden Bookcase		34-505	Y
Gold Folding Chair		162	Y

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SURPLUSED TO PARKER RD. STORAGE (FURNITURE ,EQUIPMENT ,COMPUTERS, ETC.)

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Maintenance
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THE Planning and Development DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
2 Black Conference Chairs			N
Computer Table	34-141		Y
IBM Wheelwriter 1500	34-P88-1027		Y
Brother Printer	U63572L3F373891		Y

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 THE FIXED ASSETS LISTED ABOVE WERE **TRANSFERRED** TO THE **MOTOR POOL/PUBLIC WORKS** DEPARTMENT.
 THE FIXED ASSETS LISTED ABOVE WERE **TRANSFERRED** TO THE **PARKER RD. STORAGE**.

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DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
Gray File Cabinet		34-018	Y
Beige File Cabinet		34-P92-1064	Y
Bookcase		36-P95-1190	Y
File Cabinet		36-002	Y
File Cabinet		34-P37-1014	Y

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