

NOTICE OF EQUIPMENT TRANSFER/SURPLUS



APR 23 10 41 AM '19

THE Talent Management DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
brown leather desk chair	N/A	N/A	N/A
brown leather desk chair	N/A	N/A	N/A
black desk chair	N/A	N/A	N/A

(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:

RECEIVING DEPARTMENT:

Toni Holmes Joni Holmes
ELECTED OFFICIAL/DEPARTMENT HEAD

Will Barkley
ELECTED OFFICIAL/DEPARTMENT HEAD

1/18/19
DATE

1/22/19
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

2019-103