

NOTICE OF EQUIPMENT TRANSFER/SURPLUS



DISTRIBUTED
FLEET 01-14-19

ORIGINAL

THE Rockdale Water Resources DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:
#4440 DISTRIBUTION

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
2001 FORD F150 4X4 (WA204)	1FTRX18W51KB44392		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 _____ DEPARTMENT.

THE FIXED ASSETS LISTED ABOVE WERE **TRANSFERRED** TO THE PARKER RD. STORAGE.

OR

THE FIXED ASSETS LISTED ABOVE WERE **SURPLUS** TO THE DEPARTMENT CHECKED BELOW.

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

SURPLUS TO **FLEET SERVICES** (VEHICLES/EQUIPMENT)

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:

Shuna
ELECTED OFFICIAL/DEPARTMENT HEAD

1/14/19
DATE

RECEIVING DEPARTMENT:

Shirley Sanders
ELECTED OFFICIAL/DEPARTMENT HEAD

1/14/19
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 SURPLUS:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE

2019-104