# NOTICE OF EQUIPMENT TRANSFER/SURPLUS

**SHERIFF OFFICE IS TRANSFERRING THE FOLLOWING FIXED ASSETS:**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SERIAL #</th>
<th>ASSET #</th>
<th>OPERABLE Y / N</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP OfficeJet Pro 6978 All-In-One</td>
<td>TH*BGFR19M</td>
<td>NO</td>
<td>N</td>
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<tr>
<td>Dell Optiplex 380</td>
<td>(2822721)Q1</td>
<td>2197</td>
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<tr>
<td>Canon Printer MX234</td>
<td>CJ1A06K10375</td>
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<tr>
<td>LG Monitor</td>
<td>109TPKNO1861</td>
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<tr>
<td>DELL Monitor</td>
<td>CN0F170476064CBAF0G</td>
<td>NA</td>
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</tr>
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<td>MAG Monitor</td>
<td>WLY2206010618U</td>
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<td>DELL Monitor</td>
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<td>DELL Monitor</td>
<td>CN0G205H737318602EA06</td>
<td>NA</td>
<td>Y</td>
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</table>

*Attach additional pages as necessary*

Prepared By: (Name and Phone Number) Steven Johnson  (770) 278-8125

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

**SIGNATURES:**

Transferring Dept:

Receiving Dept:

Elected Official/Department Head

Elected Official/Department Head

**INSTRUCTIONS:**

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 an updated copy of your current fixed asset/inventory list to the Finance Department.

If assets are to be surplused:

Board of Commissioner's Action (Approve / Decline)

[Date]

[Last Updated: 2/26/2020]
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<tbody>
<tr>
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*Attach additional pages as necessary*

Prepared By: (Sgt. Watkins 770-278-8203)

Supervisor: [Initials and Date] Approved/Disapproved

Tech Services: [Initials and Date] Approved/Disapproved

Depart Head: [Initials and Date] Approved/Disapproved

THE FIXED ASSETS LISTED ABOVE WERE SURPLUSED TO THE DEPARTMENT CHECKED BELOW,
SURPLUSED TO FLEET SERVICES (VEHICLES)
SURPLUSED TO MANAGEMENT INFORMATION SERVICES (L. T. ASSET)
SURPLUSED TO PARKER RD. STORAGE (FURNITURE, EQUIPMENT, COMPUTERS, ETC.)

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

SIGNATURES:

TRANSFERRED DEPT: [Signature]

RECEIVING DEPT:

ELECTED OFFICIAL/DEPARTMENT HEAD: [Signature]

DATE: 2/9/2020

INSTRUCTIONS:

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 an updated copy of your current fixed asset / inventory lists to the Finance Department.

IF ASSETS ARE TO BE SURPLUSED:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE) [Signature]

DATE: 2/6/2020
NOTICE OF EQUIPMENT TRANSFER/SURPLUS

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*Attach additional pages as necessary*

Prepared By: (Sgt. Watkins 770-278-8203)

Supervisor: [Initials and Date] Approved/Disapproved

Tech Services: [Initials and Date] Approved/Disapproved

Depart Head: [Initials and Date] Approved/Disapproved

The fixed assets listed above were SURPLUSED to the department checked below.

- SURPLUSED TO FLEET SERVICES (VEHICLES)
- SURPLUSED TO MANAGEMENT INFORMATION SERVICES (L.T. ASSET)
- SURPLUSED TO PARKER RD. STORAGE (FURNITURE, EQUIPMENT, COMPUTERS, ETC.)

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

SIGNATURES:

TRANSFERRING DEPT: [Signature] RECEIVING DEPT: [Signature]

ELECTED OFFICIAL/DEPARTMENT HEAD       ELECTED OFFICIAL/DEPARTMENT HEAD

DATE: [Date] DATE: [Date]

INSTRUCTIONS:

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IF ASSETS ARE TO BE SURPLUSED:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE) DATE: [Date]
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<tbody>
<tr>
<td>ABA Ballistic Vest</td>
<td>12279182</td>
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</tr>
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</table>

*Attach additional pages as necessary*

**Prepared By:** (Sgt. Watkins 770-278-8203)

**Supervisor:**

[Initials and Date]  Approved/Disapproved

**Tech Services:**

[Initials and Date]  Approved/Disapproved

**Depart Head:**

[Initials and Date]  Approved/Disapproved

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

- SURPLUSED TO FLEET SERVICES (VEHICLES)
- SURPLUSED TO MANAGEMENT INFORMATION SERVICES (I.T. ASSET)
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**SIGNATURES:**

**TRANSFERREING DEPT:**  **RECEIVING DEPT:**

**ELECTED OFFICIAL/DEPARTMENT HEAD**  **ELECTED OFFICIAL/DEPARTMENT HEAD**

**DATE**  **DATE**

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**BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)**  **DATE**