



NOTICE OF EQUIPMENT TRANSFER/SURPLUS/DONATION

*** YOU MUST NOW INCLUDE PHOTOS OF ITEMS FOR SURPLUS OR REMOVAL ***

THE TALENT MANAGEMENT DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
OFFICE DESK - OAK			Y
OFFICE DESK - GRAY OAK			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.

OR

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

- SURPLUSED TO PARKER RD. BUILDING (FURNITURE, EQUIPMENT, COMPUTERS, ETC.)
- SURPLUSED TO FLEET SERVICES (VEHICLES/LARGE MACHINERY)
- Eligible for destruction or recycling. (Must include destruction affidavit and photos.)
- Approved for donation.

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

TRANSFERRING DEPARTMENT:

RECEIVING DEPARTMENT:

Kimberly Redd

ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

1/6/23

DATE

DATE

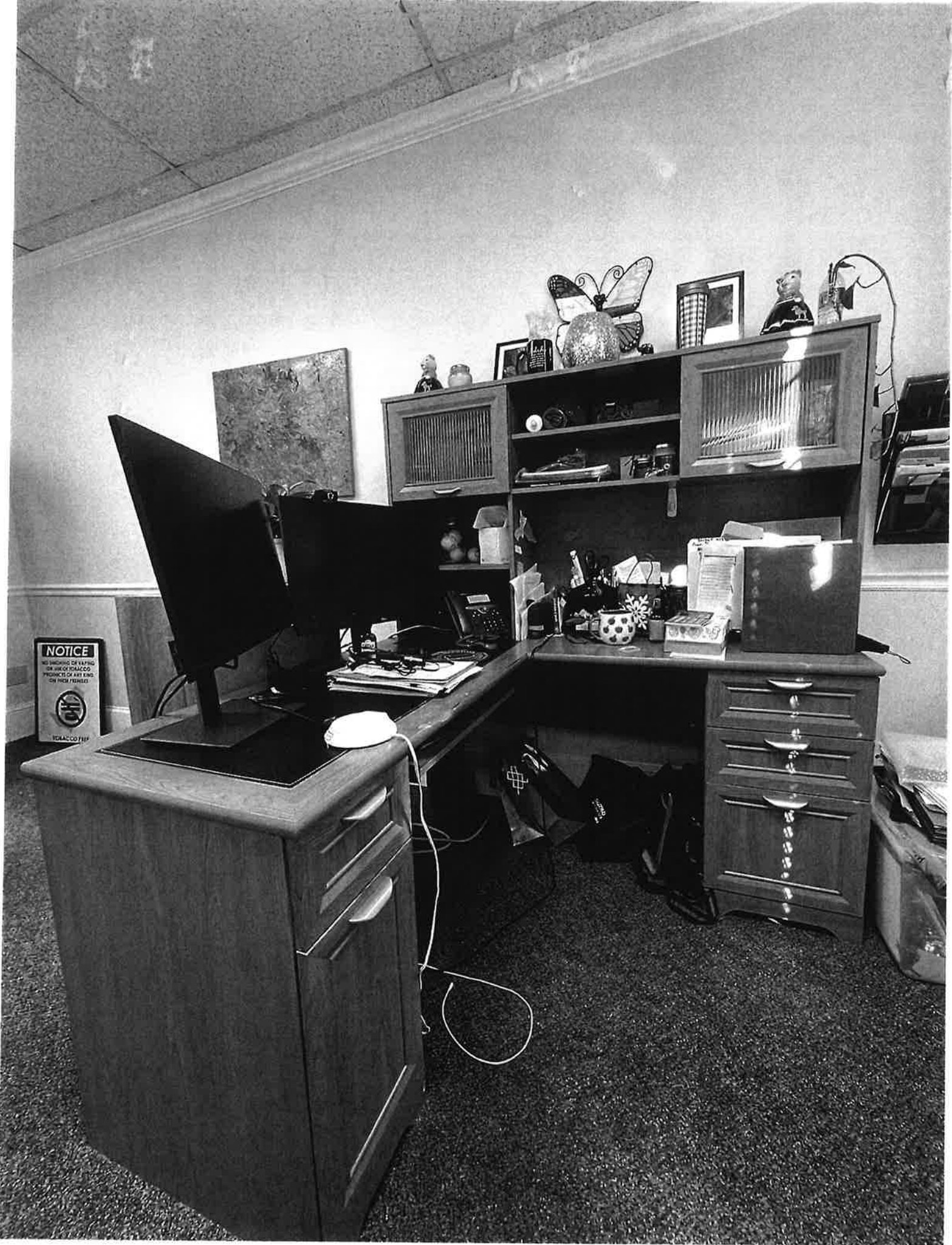
This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the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

IF SURPLUSED:

(APPROVE / DECLINE)

DATE

2023-28C



NOTICE
NO SMOKING OR KEEPING
OF PIPES OR ACCO
PIPING TO BE KEPT
ON HIGH TABLES



FOR ACCO PIPING

