



# NOTICE OF EQUIPMENT TRANSFER/SURPLUS

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

THE Parks & Rec – Senior Services (5500) DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
2006 Ford Crown Vic Mileage: 269,177 Past its useful life as a county vehicle, High Mileage, ABS & Brake Light On, Leaking Oil	2FAHP71W46X164202	AG289	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.

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.

**OR**

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

- SURPLUSSED TO **PARKER RD. BUILDING** (FURNITURE ,EQUIPMENT ,COMPUTERS, ETC.)
- SURPLUSSED TO **FLEET SERVICES** (VEHICLES) **GOV DEALS**
- SURPLUSSED TO **FLEET SERVICES** (VEHICLES)

Eligible for disposal or recycling. (must include disposal affidavit and photos.)

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

TRANSFERRING DEPARTMENT:

RECEIVING DEPARTMENT:

\_\_\_\_\_  
ELECTED OFFICIAL/DEPARTMENT HEAD

\_\_\_\_\_  
ELECTED OFFICIAL/DEPARTMENT HEAD

\_\_\_\_\_  
DATE

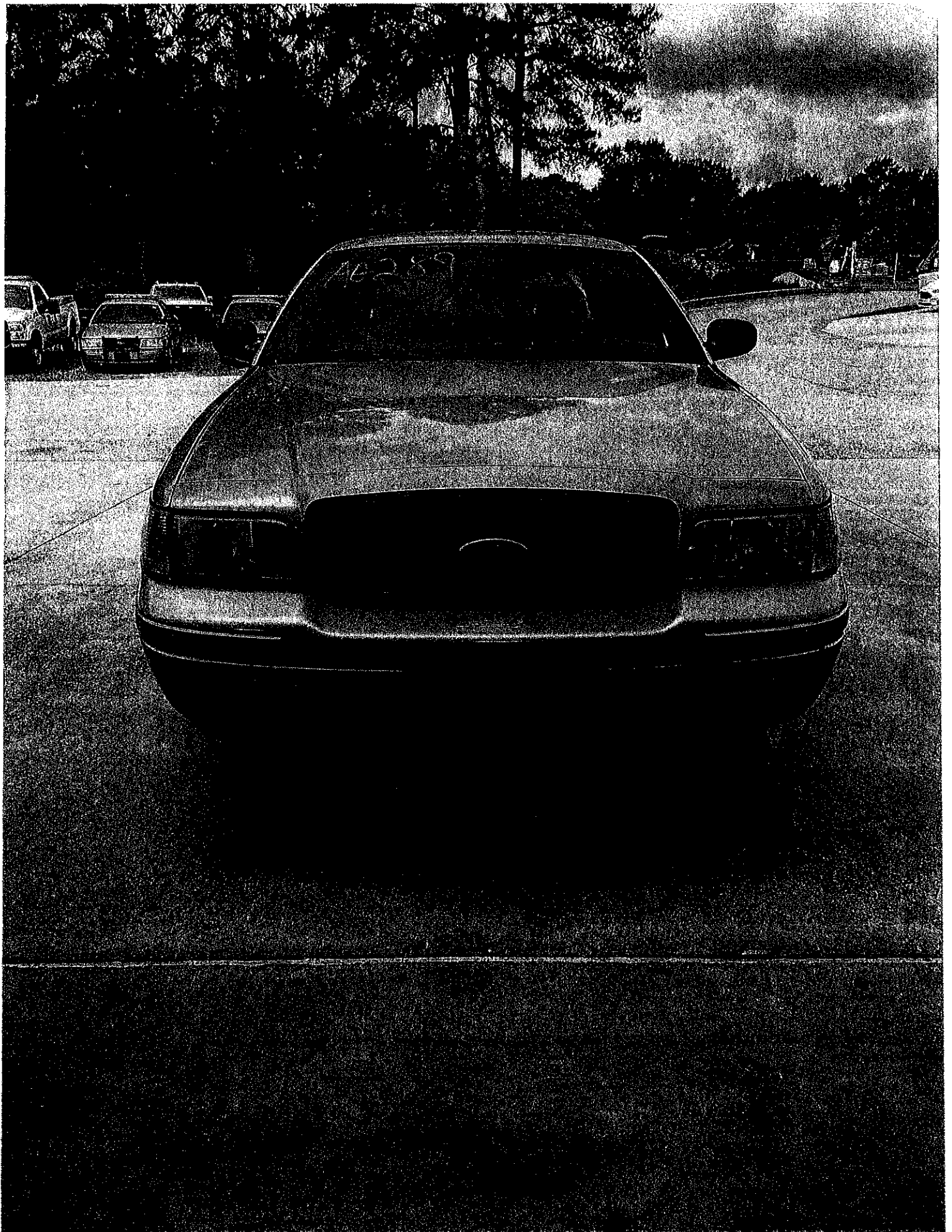
\_\_\_\_\_  
DATE

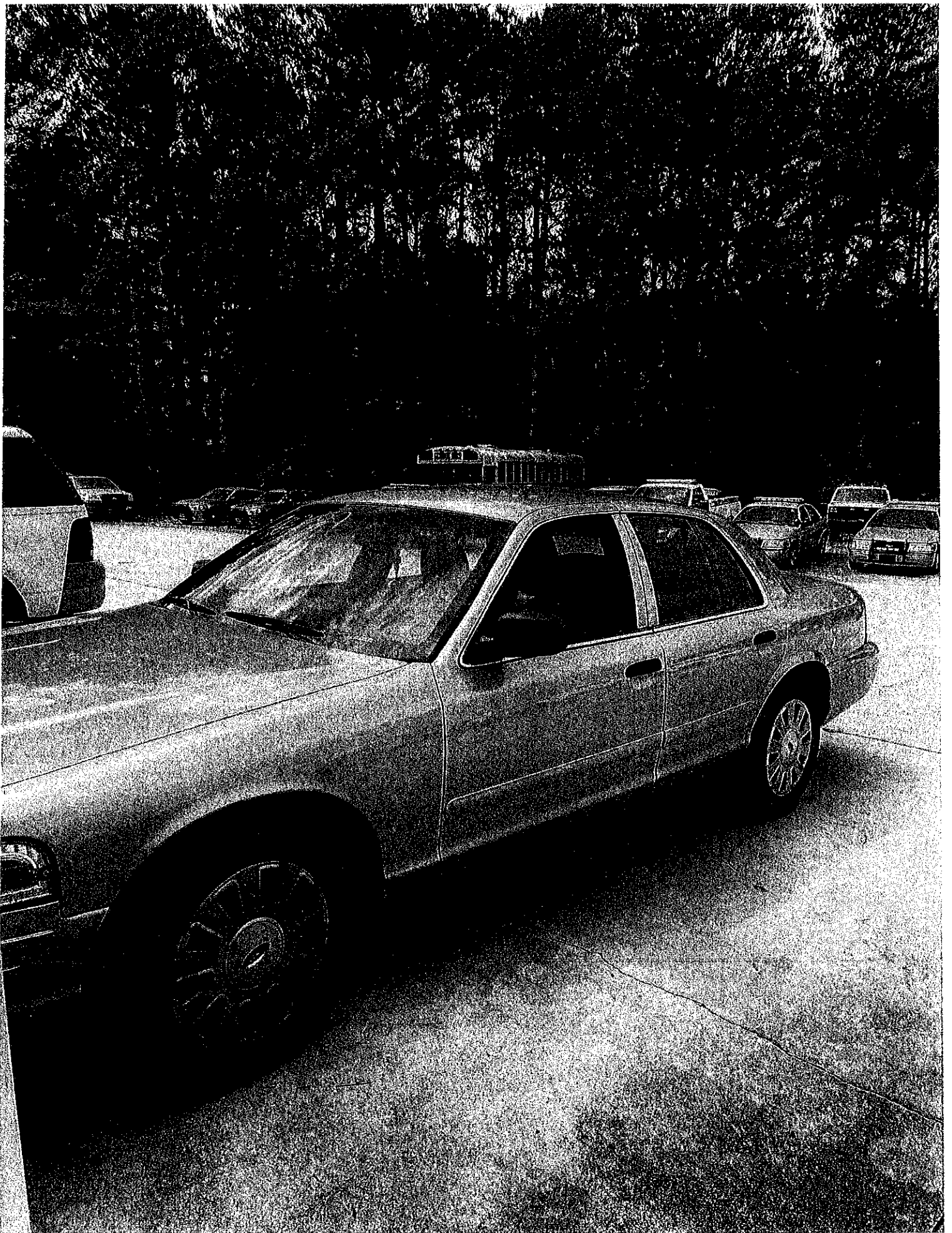
IF SURPLUSSED:

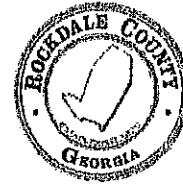
\_\_\_\_\_  
BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

\_\_\_\_\_  
DATE

2024-5250







# NOTICE OF EQUIPMENT TRANSFER/SURPLUS

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

THE Parks & Rec – Senior Services (5500) DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION	SERIAL #	ASSET #	OPERABLE Y/N
2007 Ford Focus Mileage: 128,653 Past its useful life as a county vehicle, Needs Motor mounts and Transmission mounts	1FAFP37N57W332604	AG9486	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.

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.

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) GOV DEALS  
 SURPLUSED TO FLEET SERVICES (VEHICLES)

Eligible for disposal or recycling. (must include disposal affidavit and photos.)

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

TRANSFERRING DEPARTMENT:

RECEIVING DEPARTMENT:

\_\_\_\_\_  
ELECTED OFFICIAL/DEPARTMENT HEAD

\_\_\_\_\_  
ELECTED OFFICIAL/DEPARTMENT HEAD

8/19/2024  
DATE

8/26/24  
DATE

IF SURPLUSED:

\_\_\_\_\_  
BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

\_\_\_\_\_  
DATE



