



NOTICE OF EQUIPMENT TRANSFER/SURPLUS

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

THE Public Relations (1570) DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
2005 Ford Expedition ED Bauer Mileage: 220,000 Past its useful life as a county vehicle, Loud Grinding Noise, Leaking Oil, Engine Ticking	1FMFU18545LA81316	PA1	N

(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 DEPAR

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)

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:

[Signature]
ELECTED OFFICIAL/DEPARTMENT HEAD

[Signature]
ELECTED OFFICIAL/DEPARTMENT HEAD

8/13/24
DATE

8/26/24
DATE

IF SURPLUSED:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE

2024 safe



