

**NOTICE OF EQUIPMENT TRANSFER/SURPLUS**



THE FINANCE DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
(3) Desk Chair- Black			Y

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

- THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE RCSO DEPARTMENT.
- THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE MOTOR POOL/PUBLIC WORKS DEPARTMENT.
- THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE PARKER RD. STORAGE.

**OR**

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

**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: \_\_\_\_\_  
*J. Miller*  
 ELECTED OFFICIAL/DEPARTMENT HEAD \_\_\_\_\_  
 DATE 4.12.19

RECEIVING DEPARTMENT: \_\_\_\_\_  
 ELECTED OFFICIAL/DEPARTMENT HEAD \_\_\_\_\_  
 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:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE

*2019-262*