

NOTICE OF EQUIPMENT TRANSFER/SURPLUS



APR 10 10 49 AM '19

THE PUBLIC DEFENDER DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
LEATHER HIGH BACK EX. CHAIR	NONE	12-P95-1041	NO
BLACK CLOTH OFFICE CHAIR	NONE	NONE	NO
BLUE CLOTH HIGH BACK EX. CHAIR	NONE	NONE	NO
BROWN CLOTH OFFICE CHAIR	NONE	NONE	YES


(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.
 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:


 ELECTED OFFICIAL/DEPARTMENT HEAD
 4/9/2019

 DATE

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

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