



NOTICE OF EQUIPMENT TRANSFER/SURPLUS

**Sheriff's
Office**

DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

IDENTIFY ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
Glock 17	# BHBUI50		YES
	#		
	#		
	#		
	#		

*Attach additional pages as necessary)

DISPOSITION ASSETS:


THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE DEPARTMENT CHECKED BELOW.
~~XXXX~~ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO Retired Captian Mike Ransom, 36 Years of service.
 _____ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE PARKER ROAD STORAGE.

OR

THE FIXED ASSETS LISTED ABOVE WERE SURPLUSED TO THE DEPARTMENT CHECKED BELOW.
 _____ SURPLUSED TO FLEET SERVICES (VEHICLES)
 _____ SURPLUSED TO MANAGEMENT INFORMATION SERVICES (I. T. ASSET)
 _____ SURPLUSED TO PARKER RD. STORAGE (FURNITURE ,EQUIPMENT ,COMPUTERS, ETC.)

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

SIGNATURES:

TRANSFERRING DEPT:


 ELECTED OFFICIAL/DEPARTMENT HEAD
 04/16/2019

 DATE

RECEIVING DEPT:

 ELECTED OFFICIAL/DEPARTMENT HEAD

 DATE

INSTRUCTIONS:

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 an updated copy of your current fixed asset / inventory lists to the Finance Department.

IF ASSETS ARE TO BE SURPLUSED:

 BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE) _____
 DATE

2019-264

NOTICE OF EQUIPMENT TRANSFER/SURPLUS



THE Rockdale County Sheriff's Office DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
2006 FORD CROWN VIC (U284)	2FAHP71W46X164197		Y
2006 FORD CROWN VIC (U285)	2FAHP71W66X164198		Y

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

- THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE Fulton County Public Safety Training Center.
 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:

RECEIVING DEPARTMENT:

CHIEF DAN
 ELECTED OFFICIAL/DEPARTMENT HEAD

 ELECTED OFFICIAL/DEPARTMENT HEAD

2/8/19
 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:

 BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

 DATE