

INDIAN RIVER COUNTY

FORM FOR DISPOSAL OF EXCESS CAPITAL OR ATTRACTIVE PROPERTY



TO: Jason Brown, Finance Department _____

DATE: _____

SUBJECT: Disposal of Excess Capital or Attractive Property

FROM: _____

Check One: Surplus Trade-In Missing/Stolen

Asset Number: _____ Department #: _____ Fleet Number: _____

Serial Number: _____

Description: _____

Do you have possession of the asset? Yes No If Lost/Missing has a police report been filed? Yes No

If yes, please attach a copy of the police report. If no, state reason: _____

Is the item functional/WORKING CONDITION? Yes No

If not in working condition, description of problems with item: _____

Mileage/hours: _____ Date last operated: _____

Describe any mechanical issues: _____

Custodian: _____ Telephone Number: _____

Physical Location of asset: _____

If asset will be replaced, please enter the following:

Purchase Order Number for Replacement: _____ Date Replacement Received: _____

Approval _____ Capital Asset Custodian _____ Date _____

Approval _____ Supervisor/Manager _____ Date _____

Approval _____ Director _____ Date _____

Additional Comments: _____

To be completed by Budget/Finance Department:

Approved for: Surplus Trade-In Replacement

Budget/Finance _____ Date _____

IT IS THE DISPOSING DEPARTMENT'S RESPONSIBILITY TO KEEP THE ITEM UNTIL CONTACTED BY PURCHASING TO SCHEDULE A TIME TO DROP OFF THE ITEMS AT THE PURCHASING WAREHOUSE.
 DO NOT REMOVE PROPERTY FROM YOUR LOCATION WITHOUT PROPER AUTHORIZATION FOR DISPOSAL.

This form is to be used for all property with an asset number assigned.

Please attach a copy of this form securely to the item being disposed of.

All other forms for disposal/transfer of property are now obsolete.

Revised: October 2024