

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