

**INDIAN RIVER COUNTY**  
**FORM FOR DISPOSAL/TRANSFER OF EXCESS PROPERTY**



**TO:** Raeanne Cone, Finance Department  
**DATE:** January 29, 2018  
**SUBJECT:** Disposal/Transfer of Excess Property  
**FROM:** John Ankeny

Check One: Surplus \_\_\_\_\_ Transfer \_\_\_\_\_ Trade-In  Non-Capital \_\_\_\_\_ Missing/Stolen \_\_\_\_\_

Asset Number: N/A Department: Public Works/Traffic Eng. Fleet Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Description: Iteris Vantage Edge 2 Processor

Do you have possession of the asset? Yes  No \_\_\_\_\_

If Lost/Missing has a police report been filed? Yes N/A No \_\_\_\_\_

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

Is the item functional/WORKING CONDITION and could be used by another department? Yes \_\_\_\_\_ No

If not in working condition, description of problems with item: Cameras are not detecting vehicles

If transfer, department transferred to: N/A

Contact Person: John Ankeny Telephone Number: 772-226-1563

Physical Location of asset: Traffic Operations - 4548 41st Street

(The above information will aid Purchasing and Facilities Management in the process of equipment removal from department).

If asset will be replaced, please answer the following:

Purchase Order Number for Replacement: \_\_\_\_\_ Date Replacement Received \_\_\_\_\_

Approval [Signature] \_\_\_\_\_ Date 2/5/18  
Capital Asset Custodian

Approval [Signature] \_\_\_\_\_ Date 2/2/18  
Supervisor/Manager

Approval [Signature] \_\_\_\_\_ Date 2/2/18  
Director

If asset transfer, approval of department receiving asset:

Approval \_\_\_\_\_ Date \_\_\_\_\_  
Director

Additional Comments: \_\_\_\_\_

To be completed by Budget Department:

Approved for: Surplus \_\_\_\_\_ Transfer \_\_\_\_\_ Trade-In \_\_\_\_\_ Replacement \_\_\_\_\_

Budget \_\_\_\_\_ Date \_\_\_\_\_  
Director

**IT IS THE DISPOSING DEPARTMENT'S RESPONSIBILITY TO KEEP THE ITEM UNTIL FACILITIES MANAGEMENT CAN PICK UP. DO NOT REMOVE PROPERTY FROM YOUR LOCATION WITHOUT PROPER AUTHORIZATION FOR DISPOSAL.**

This form is to be used for all property with or without 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 now obsolete.

Revised: August 2015