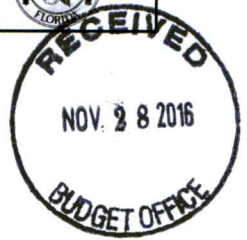


INDIAN RIVER COUNTY
FORM FOR DISPOSAL/TRANSFER OF EXCESS PROPERTY



TO: Raeanne Cone, Finance Department
DATE:
SUBJECT: Disposal/Transfer of Excess Property
FROM:

Declared Surplus 11/15

Check One: Surplus _____ Transfer X Trade-In _____ Non-Capital _____ Missing/Stolen _____

Asset Number: 23530 Department: Building Fleet Number: 814

Serial Number: 1FTRF12W76KD98933

Description: 2006 FORD F-150

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 and could be used by another department? Yes X No _____

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

If transfer, department transferred to: _____

Contact Person: DAVID FLEETWOOD Telephone Number: 226-1874

Physical Location of asset: Fleet

(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 Charlotte Bowling 11/29/16
Capital Asset Custodian Date

Approval _____ 11/29/16
Supervisor/Manager Date

Approval [Signature] 11/29/16
Director Date

If asset transfer, approval of department receiving asset:

Approval [Signature] 11/29/16
Director Date

Additional Comments: _____

To be completed by Budget Department:

Approved for: Surplus _____ Transfer X Trade-In _____ Replacement _____

Budget Michael R. [Signature] 11-29-16
Director Date

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