

INDIAN RIVER COUNTY



FORM FOR DISPOSAL OF EXCESS CAPITAL OR ATTRACTIVE PROPERTY

TO: Jason Brown, Finance Department
DATE: February 25, 2025
SUBJECT: Disposal of Excess Capital or Attractive Property
FROM: David Schryver, PSM

Check One: Surplus [ ] Trade-In [ ] Missing/Stolen [ ]

Asset Number: 28858 Department #: Fleet Number: N/A

Serial Number: UQ001016

Description: Topcon Total Station Survey Instrument

Do you have possession of the asset? Yes [ ] No [ ]

If Lost/Missing has a police report been filed? Yes [ ] No [X]

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

Is the item functional/WORKING CONDITION? Yes [X] No [ ]

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

Mileage/hours: Date last operated:

Describe any mechanical issues:

Custodian: Public Works Dept. / Eng. Div. Telephone Number: 772-226-1283

Physical Location of asset: Public Works Department / Engineering Division

If asset will be replaced, please enter the following:
Purchase Order Number for Replacement: 101047 Date Replacement Received: 10-31-2024

Approval section with signatures of Maria Bowdren, David, and Addie Javed, including dates and titles.

Additional Comments:

To be completed by Budget Department:

Approved for: Surplus [ ] Trade-In [X] Replacement [ ]

Budget/Finance Kristin Daniels Date: 2-3-2025

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