

# INDIAN RIVER COUNTY



## FORM FOR DISPOSAL OF EXCESS CAPITAL OR ATTRACTIVE PROPERTY

TO: Jason Brown, Finance Department  
 DATE: 6/2/2025  
 SUBJECT: Disposal of Excess Capital or Attractive Property  
 FROM: Brad Newman

Check One: Surplus ☐ Trade-In ☒ Missing/Stolen ☐

Asset Number: 28662 Department #: 400 Fleet Number: \_\_\_\_\_

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

Description: CIMA Recycler & Coin Sorter

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: Regular Coin Hopper Failure & Replacement

Custodian: Dan Baker Telephone Number: (772) 360-3346

Physical Location of asset: 1800 27th St. Bldg. B

If asset will be replaced, please enter the following:

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

Approval [Signature] Capital Asset Custodian Date 6/2/25

Approval [Signature] Supervisor/Manager Date 6/2/25

Approval [Signature] Director Date 6/2/25

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

To be completed by Budget Department:

Approved for: Surplus ☐ Trade-In ☒ Replacement ☐

Budget Director \_\_\_\_\_ 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 now obsolete.

Revised: February 2023

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TO: Jason Brown, Finance Department  
 DATE: 6/2/2025  
 SUBJECT: Disposal of Excess Capital or Attractive Property  
 FROM: Brad Newman

Check One: Surplus ☐ Trade-In ☒ Missing/Stolen ☐

Asset Number: 28841 Department #: 400 Fleet Number: \_\_\_\_\_

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

Description: CIMA Recycler & Coin Sorter

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: Regular Coin Hopper Failure & Replacement

Custodian: Dan Baker Telephone Number: (772) 360-3346

Physical Location of asset: 1921 US-1 Sebastian, FL 32958

If asset will be replaced, please enter the following:

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

Approval [Signature] Date 6/2/25  
 Capital Asset Custodian

Approval [Signature] Date 6/2/25  
 Supervisor/Manager

Approval [Signature] Date 6/2/25  
 Director

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

To be completed by Budget Department:

Approved for: Surplus ☐ Trade-In ☒ Replacement ☐

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

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 DATE: 6/2/2025  
 SUBJECT: Disposal of Excess Capital or Attractive Property  
 FROM: Brad Newman

Check One: Surplus ☐ Trade-In ☒ Missing/Stolen ☐

Asset Number: 28840 Department #: 400 Fleet Number: \_\_\_\_\_

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

Description: CIMA Recycler & Coin Sorter

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: Regular Coin Hopper Failure & Replacement

Custodian: Dan Baker Telephone Number: (772) 360-3346

Physical Location of asset: 1860 82nd Avenue, Suite 102, Vero Beach, FL 32966

If asset will be replaced, please enter the following:

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

Approval [Signature] Date 6/2/25  
 Capital Asset Custodian

Approval [Signature] Date 6/2/25  
 Supervisor/Manager

Approval [Signature] Date 6/2/25  
 Director

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

To be completed by Budget Department:

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

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