

INDIAN RIVER COUNTY



FORM FOR DISPOSAL OF EXCESS CAPITAL OR ATTRACTIVE PROPERTY

TO: Jason Brown, Finance Department
DATE: 12/6/2024
SUBJECT: Disposal of Excess Capital or Attractive Property
FROM: Lee Miller

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

Asset Number: 23511 Department #: Fleet Number:
Serial Number: 2006013
Description: 20,000 LB 2-Post Vehicle Lift

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 [x] No [ ]

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

Mileage/hours: Date last operated:

Describe any mechanical issues: Current lift will be given to installer of new lift for disposal.

Custodian: Lee Miller Telephone Number: 772-226-4394

Physical Location of asset: Fleet Management

If asset will be replaced, please enter the following:
Purchase Order Number for Replacement: 101086 Date Replacement Received: December 2024

Approval: Lee Miller Digitally signed by Lee Miller Date: 2024.12.06 13:10:10 -05'00'
Capital Asset Custodian Date

Approval: Supervisor/Manager Date

Approval: Addie Javed Digitally signed by Addie Javed Date: 2024.12.09 20:47:43 -05'00'
Director Date

Additional Comments:

To be completed by Budget Department:

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

Budget/Finance Kristin Daniels Digitally signed by Kristin Daniels Date: 2024.12.17 11:04:52 -05'00'
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