



NOTICE OF EQUIPMENT TRANSFER/SURPLUS

*** YOU MUST NOW INCLUDE PHOTOS OF ITEMS FOR SURPLUS OR REMOVAL ***

THE Parks & Rec/Senior Servic DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION	QUANTITY	ASSET #	COMPLETION YEAR
2 computers			N
3 white desks, a cabinet			N
A tv cart, light fixture			N
Black desk, 4 office chairs			N

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

- THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE _____ DEPARTMENT.
- THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE MOTOR POOL/PUBLIC WORKS DEPARTMENT.

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset / inventory lists.

NOTE

THE FIXED ASSETS LISTED ABOVE WERE SURPLUSED TO THE DEPARTMENT CHECKED BELOW.

- SURPLUSED TO PARKER RD. BUILDING (FURNITURE ,EQUIPMENT ,COMPUTERS, ETC.)
- SURPLUSED TO FLEET SERVICES (VEHICLES)
- SURPLUSED TO FLEET SERVICE (SPECIAL EQUIPMENT)
- Eligible for disposal or recycling. (must include disposal affidavit and photos.)

AFTER THE BOC APPROVAL, IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL.

TRANSFERRING DEPARTMENT

RECEIVING DEPARTMENT

ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

DATE

DATE

IF SURPLUSED:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE

2025-230















