

FIXED ASSET TRANSFER/DISPOSAL REQUEST

Inventory ID or Title: _____ Property Number: N-_____-_____-_____
Item: _____ Serial Number: _____
Condition: _____ Location: _____

Request Transfer

Transfer to Dept/Div: _____

Name of recipient: _____

Request to remove from inventory

Reason for Request: _____

Other (Trade-in: must provide value of item to trade and what to receive in exchange.)

Description of request: _____

Requestor's Name _____

E-Mail completed request to: marydoherty@polk-county.net or joeblanco@polk-county.net

Stop! Do not dispose of item from inventory until approved by Fixed Assets and Accounting.

FIXED ASSET ACCOUNTING USE ONLY

The following action has been approved _____

Blanket Removal Form # _____ Amount Received: _____

Date Approved: _____ Other: _____

Fixed Asset Clerk: _____ Date: _____

Fixed Asset Accounting, Finance & Accounting to the BoCC, Clerk of Courts, Bartow, Florida
(863) 534-6441 Joe Blanco (863) 534-6048 Mary Ann Doherty (863) 534-5951 FAX