

To Request Fixed Assets to be Transferred or Disposed

To remove an item permanently from the County's inventory, a "Fixed Asset Transfer/Disposal Request" [form](#) must be submitted to Fixed Asset Accounting for processing and BoCC approval.

For an item to be transferred to another department/divisions inventory a request must be submitted to Fixed Assets for processing. If the receiving department/division accepts the transfer, Fixed Assets will notify the originator of the request that the transfer has been completed. If an item is not accepted within 30 days from the Fixed Asset processing date, the transfer request will be returned to the originator with the notation - Transfer Denied. If a transfer is denied, the originator may pick up the item or continue to let the other department/division use it on a loan basis. The originator will remain responsible for an item which has not been accepted for transfer.

To request a transfer or disposal, please complete the request form, sign it, and fax it to Bonnie or Wanda at 534-5951.

Inventory ID or Title: you may enter your inventory name or 2 digit identifier. Example: Clerk of Court would enter Clerk of Courts or AA.

Property Number: N-XXX-XXX-XXXX (do not use last two digits at end of property number if reading from issue slip. Examples: N-000-001-4568-03 is entered "000 **tab**001**tab**4568". AA-1101-4578 is entered as "001**tab**101**tab**4578".

Item: Basic description. Example: Compaq Computer or Motor Grader.

Serial Number: To be obtained by reading the serial number from the actual item being identified.

Condition: Click drop down menu (box with down arrow) and select one.

Location: Current physical location

Click on any of the next 3 boxes to select your request choice.

Fill in information requested below the box checked. (Note: click on any drop down menus to select you choice of response, if no drop down menu: fill in space with information requested.)

Print out the request and sign.

Staple any attachments to back of transfer/disposal request as required.

Fax or send to Fixed Asset Accounting. Fax number 594-5951, Attn: Mary Ann Doherty or Wanda Sharpe. Interoffice mail: Fixed Asset Accounting, Drawer FA01.