ASSET TRANSFER FORM

THIS FORM MUST BE COMPLETED whenever a County Asset is removed from your department. A County Asset is defined as a physical item that's original purchase price was more $5,000.00 at time of purchase and has a useful life of longer than one year. The item should have a County Tag number associated with it. Without this form being completed, this asset will continue to be recorded in YOUR department. For items moved to the old jail or to auctions, the maintenance department must sign the "RECEIVED IN" SECTION BELOW. Complete the form, PRIOR to the item(s) leaving your department.

County Tag #	Description	Condition	Dispostion

The above items have been removed from: _____

IS ITEMS BEING TRANSFERRED TO ANOTHER DEPARTMENT? YES ☐ NO ☐

IF YES, WHAT DEPARTMENT _____

The authorization for removing these items is given by:

_____ DATE: _____

RECEIVED IN-DEPARTMENT: _____

RECEIVED BY: _____ DATE: _____

FINANCE ONLY:

TRANSACTION RECORDED: _____ DATE: _____