

FIXED ASSET SURPLUS TRANSFER FORM

1
 DEPT Surplus DIVISION Auction DIRECTOR _____ REM. Dir _____
 PREPARED BY: Carrie Holmes PHONE #: 727-464-7945

2
 Surplus.Traded TRADED PROPERTY - RETURNED TO THE VENDOR: **EXPLANATION WITH PO # AND DOLLAR VALUE REQUIRED
 Surplus.RadioExch.PSafety Dir TRADED SURPLUS RADIO EQUIPMENT: **EXPLANATION WITH PO # AND VENDOR REQUIRED
 Surplus.Cannibalized CANNIBALIZED PROPERTY DISPOSED AT LOCATION: **EXPLANATION & *WITNESS SIGNATURE REQUIRED
 Surplus.Scrapped SCRAPPED PROPERTY DISPOSED AT LOCATION: *WITNESS SIGNATURE REQUIRED
 Surplus.Junked JUNKED PROPERTY DISPOSED AT LOCATION: *WITNESS SIGNATURE REQUIRED
 Surplus.Auction GENERAL SURPLUS PROPERTY- SURRENDERED: ***CONDITION MUST BE INDICATED, (Details on Page 2)

ALL SURPLUS COMPUTER(S)/RADIO(S) LISTED BELOW MUST HAVE ALL PERTINENT INFORMATION PURGED/ REMOVED FROM DISK DRIVE

DATA PURGED? YES: NO: INITIAL: _____

HARD DRIVE REMOVED? YES: NO: INITIAL: _____

Surplus.FieldEquip SURPLUS FIELD EQUIPMENT - SURRENDERED TO FLEET ***CONDITION MUST BE INDICATED, (Details on Page 2)
 Surplus.FleetSurplus SURPLUS ROLLING STOCK - SURRENDERED TO FLEET ***CONDITION MUST BE INDICATED, (Details on Page 2)

XXX External Transfer* OWNERSHIP OF THE SURPLUS PROPERTY LISTED BELOW IS RELINQUISHED & TRANSFERRED TO THE FOLLOWING:
 DEPT.DIVISION.DIRECTOR: Sheriff.Admin.Sheriff NEW FUND.CENTER: _____

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QTY	TAG #	DESCRIPTION / ITEM NAME	SERIAL NUMBER	E G F P ***CONDITION	PALLET #
1	N/A	Book case-OAK		G	
1	110933	Desk-OAK		G	
1		TWO DRAWER Lat.File			

**EXPLANATION: _____
 Mandatory if Traded or Cannibalized

4
 CUSTODIAN SIGNATURE: Carrie Holmes / Carrie Holmes DATE: 12-5-17
 AUTHORIZING PROPERTY RELEASE _____ PRINTED NAME
 NOTE: ALL TRANSACTIONS REQUIRE THE SIGNATURES OF THE AUTHORIZED CUSTODIANS AND A WITNESS BEFORE ORACLE TRANSFER.

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 *WITNESS SIGNATURE: _____ / _____ DATE: _____
 ATTESTS TO PROPERTY DISPOSITION _____ PRINTED NAME
 TRANSPORTING SIGNATURE: _____ / _____ DATE: _____
 INTERMEDIARY TRANSPORTING PROPERTY _____ PRINTED NAME
 CUSTODIAN SIGNATURE: [Signature] / JOHN MAURO DATE: 12-5-17
 ACKNOWLEDGING PROPERTY RECEIVED _____ PRINTED NAME
 CONTROL SIGNATURE: Cecelia Coley / Cecelia Coley DATE: 2/14/18
 ORACLE TRANSFER COMPLETED _____ PRINTED NAME

Update M4 Sign off _____ Update VRP Sign off _____

Original: Signed by Releasing & Receiving Custodians. Witness & Transport. Surplus and/or Fleet as applicable, then Submitted to Finance, Fixed Assets
 Copies: Releasing, Receiving, Surplus and/or Fleet Dept. should maintain a copy for their departmental Fixed Asset records.

Contacts: Surplus Warehouse # 727-464-7945 Fleet # 727-582-3024 Finance Fixed Assets # 727-464-8391

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