

How Do I Process the Property Control Record?

1. Follow the below steps to fill out the Property Control record and turn it in to the Fixed Asset Manager (Do not dispose yet)
 - A. Add information into the below **highlighted** blanks (later a Court Order No will be added)
 - I. The Fixed Asset No and the Inventory Tag No is interchangeable. If not applicable, write NA.
 - II. Select the appropriate bullet to use for your inventory correction.
 - III. Place location and other information in the Additional Notes
 - B. Signatures
 - I. Transfer:
 - a. Sign line 1 of form (Department Initiating)
 - b. Receiving Department Signs line 4
 - c. Forward form to Purchasing
 - II. Disposal: Fill in required information, sign line 1 and forward form to the Fixed Asset Manager.
 - III. Sale or Trade-in: Fill in required bullet information, sign line 1 and forward form to the Fixed Asset Manager.
 - IV. Other Disposition: fill in only if below is applicable. Sign line 1 and send form to Fixed Asset Mgr.
 - a. Items are of value
 - b. Items are no longer needed by your department
 - c. You wish to transfer or auction the items
2. The Fixed Asset Manager will contact the Assessor
3. Once appraised, the Fixed Asset Manager will complete a Court Order and email a copy to you
4. Your items are ready for Disposal. Attach Form with Court Order No. to items and send to Environmental Affairs

PROPERTY CONTROL RECORD

This form *must* be completed and turned into the Purchasing Department *before* the transfer, or other disposition of any equipment. It must also be completed *before* the salvage of any items. In the case of a transfer between divisions, the signature of both the transferor and the transferee Department Head is required.

→ Date: Court Order No.

→ Initiating Department:

→ Fixed Asset or Tag No. Serial No.

→ Description:

In regard to the above property, we propose to: (Select *one* of the below)

> *Transfer* From: To:

> *Disposal* Item(s) deemed junk, scrap, discarded, or otherwise of no value to the county.
(Assessor to complete line 3b)

> *Sale* Explain:
(Assessor to complete line 3a and 3b)

> *Trade-In* Explain:
(Assessor to complete line 3a)

> *Other Disposition* Explain:

→ Additional Notes:

→ 1 2
 Department Initiating Fixed Asset / Inventory Manager

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