

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 _____
Department Initiating

² _____
Fixed Asset / Inventory Manager

^{3a} _____
Appraised Value 75% of Appraised Value

Appraiser

^{3b} _____
Assessor

Assessor's Notes

⁴ _____
Receiving Department or Transferring Agent

⁵ _____
Supervisor