

LAKE COUNTY GOVERNMENT ASSET STATUS CHANGE FORM

Send this completed form with authorized signatures to
eluning@lakecountyfl.gov or Fixed Asset Section, County Warehouse, CR #473

SECTION I - Preparer Information (required on all requests)

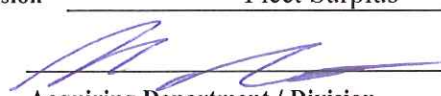
Name Karen Burt Date: 4/15/2014
 Telephone 343-6439 E-mail: kburt@lakecountyfl.gov

SECTION II - Asset Information (required on all requests)

Asset Number 13288 Asset Description 1990 Boom Mower
 Dept/Division Public Works/Road Operations Serial No. BAH01169
 Asset Condition Poor Current Vehicle Mileage/Hours N/A

SECTION III - Transfer Request (MUST have both releasing and acquiring signatures to be completed)

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Transfer From:		Transfer To:	
Dept/Division <u>Public Works/Road Operations</u>		Dept/Division <u>Fleet Surplus</u>	
<u>Scoway for JSR 4/17/14</u>			
Releasing Department / Division	Date	Acquiring Department / Division	Date
Authorized Signer		Authorized Signer	

SECTION IV - Disposal Request (check the appropriate request for disposal of asset)

Surplus* Item is no longer useful to this department. Please see special handling instructions below.

*Detailed description of computers and related items need to be sent to ITSurplus@lakecountyfl.gov

*Vehicles are to be transferred to Fleet Surplus using Section III, who will determine final status.

Lost Must be accompanied by Missing Item Report
 Trade-in Estimated Trade In Value \$ _____
 RTV Reason for return to vendor _____
 Cannibalized To be used as parts for similar assets
 Donation Donation Recipient _____
 Stolen Must be accompanied by police report
 Wrecked Must be accompanied by police report
 Destroyed Must be accompanied by Property Damage Report

Reason Requesting Surplus Asset age and condition. It is being replaced with Asset# 28177. In addition, this asset is attached to Asset# 13148 (Tractor).

Signature For Surplus Custodian Only	Date	Fixed Asset Section	Date
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For Fixed Asset Use Only
 BCC Approval Date: _____ Disposal Method: _____

M E M O R A N D U M

PUBLIC WORKS DEPARTMENT
437 Ardice Ave
Eustis, FL 32726



LAKE COUNTY
FLORIDA

P: 352.483.9005
F: 352.483.9015
www.lakecountyfl.gov

To: David Heath, County Manager
From: Jim Stivender, Jr., Director
Date: April 1, 2014
Subject: Out of Office

I will be out of the office at the NACE Annual Conference on April 14, 2014 through April 18, 2014. Lori Conway, Road Operations Division Manager will be in charge. Lori will also have signing authority during this time. She can be reached at 352.742.3884.

Thank you.

JSjr/slb

cc: Nikki Booth

TIMOTHY I. SULLIVAN
District 1

SEAN M. PARKS, AICP, QEP
District 2

JIMMY CONNER
District 3

LESLIE CAMPIONE
District 4

WELTON G. CADWELL
District 5