

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

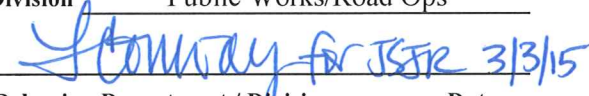

SECTION I - Preparer Information (required on all requests)

Name Karen Burt Date: 2/26/2015
 Telephone 343-6439 E-mail: kburt@lakecountyfl.gov

SECTION II - Asset Information (required on all requests)

Asset Number 17464 Asset Description 1997 - VERMEER 1250 CHIPPER
 Dept/Division Public Works/Road Ops Serial No. 1VRC1413XV1005900
 Asset Condition Poor Current Vehicle Mileage/Hours 2,884 hrs

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

Transfer From:		Transfer To:	
Dept/Division	<u>Public Works/Road Ops</u>	Dept/Division	<u>Fleet Surplus</u>
	<u>3/3/15</u>		
Releasing Department / Division Authorized Signer	Date	Acquiring Department / Division Authorized Signer	Date

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 Replaced by #28512 (Age and hours)

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

MEMORANDUM



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: February 24, 2015
Subject: Out of Office

I will be out of the office March 2, 2015 through March 6, 2015. Lori Conway, Road Operations Division Manager will be in charge and have signing authority during this time. She can be reached at 352.742.3884.

Thank you.

JSjr/slb

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