

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: 7/21/2016
 Telephone 343-6439 E-mail: kburt@lakecountyfl.gov

SECTION II - Asset Information (required on all requests)

Asset Number 13177 Asset Description 1990 DIESEL CAB & CHASSIS
 Dept/Division Public Works/Road Ops/MAI Serial No. 1HTSAZRN4LH291247
 Asset Condition POOR Current Vehicle Mileage/Hours 106,060 miles

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/MAI</u>	Dept/Division	<u>Fleet Surplus</u>
	<u>7/21/2016</u>		<u>8/19/16</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 _____

Signature For Surplus Custodian Only	Date	Fixed Asset Section	Date
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For Fixed Asset Use Only

BCC Approval Date:

Disposal Method:

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SECTION II - Asset Information (required on all requests)

Asset Number 13178 Asset Description 1990 DIESEL CAB & CHASSIS
Dept/Division Public Works/Road Ops/MAIII Serial No. 1HTSAZRN6LH291248
Asset Condition POOR Current Vehicle Mileage/Hours 75,356 miles

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/MAIII</u>	Dept/Division <u>Fleet Surplus</u>
 <u>7/21/2016</u> Releasing Department / Division Authorized Signer Date	 <u>8/19/16</u> Acquiring Department / Division Authorized Signer Date

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Reason Requesting Surplus _____

Signature For Surplus Custodian Only	Date	Fixed Asset Section	Date
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For Fixed Asset Use Only

BCC Approval Date: _____ Disposal Method: _____