## 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 1 - Preparent	arer Information (required on all reque	sts)			
Name	Karen Burt		Date: 7/21/2016		
Telephone	343-6439		E-mail: <u>I</u>	xburt@lakecountyfl.gov	
SECTION II - Asse	et Information (required on all requests)				
Asset Number	13177	Asset Description	1990 DIF	SEL CAB & CHASS	SIS
Dept/Division	Public Works/Road Ops/MA			N4LH291247	
Asset Condition	POOR	Current Vehicle Mile	age/Hours	106,060 miles	
SECTION III - Tra	unsfer Request (MUST have both releasing	ng and acquiring signatures	to be completed)		
Transfer From:		Transfer To:			
Dept/Division	Public Works/Road Ops/MAI	Dept/Division		Fleet Surplus	
Je -	7/2	1/2016	11/1/	1415	8/9//6
	partment / Division Date prized Signer	A	cquiring Departn Authori	nent / Division zed Signer	Date
SECTION IV - Disp	posal Request (check the appropriate rec	quest for disposal of asset)			
Surplus*	Item is no longer useful to t	his department. Please so	ee special handling	instructions below.	
*Detailed descr	ription of computers and related items r	need to be sent to ITSurp	lus@lakecountyfl.g	ov	
*Vehicles are to	be transferred to Fleet Surplus using	Section III, who will deter	mine final status.		
Lost	Must be accompanied by Mi	ssing Item Report			
Trade-in	Estimated Trade In Value \$				
RTV	Reason for return to vendor			·	
Cannibalized	To be used as parts for simi	lar assets			
Donation	Donation Recipient				
Stolen	Must be accompanied by po	lice report			
Wrecked	Must be accompanied by po	lice report			
Destroyed	Must be accompanied by Pr	operty Damage Report			
Reason Requesting	Surplus				
-	re For Surplus Date	– Fix	ed Asset Sectio	n	Date
For Fixed Asset Use Only					
BCC Approval Date:		Disposa	l Method:		

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SECTION 1 - Prepar	rer Information (required on all reques	sts)				
Name	Karen Burt		Date: 7/21/2016			
Telephone	343-6439		E-mail: kburt@lakecountyfl.gov			
	Information (required on all requests)					
Asset Number		_ Asset Description _				
Dept/Division	Public Works/Road Ops/MAI				<u>'</u>	
Asset Condition	POOR	_ Current Vehicle Mile	eage/Hours	117,214 miles		
SECTION III - Tran	sfer Request (MUST have both releasing	ng and acquiring signature	s to be completed)			
Transfer From:		Transfer To:				
Dept/Division P	blic Works/Road Ops/MAII	Dept/Division	F	Fleet Surplus		
2 JV	7/21/20	XL /	11/1/1/	n	8/9/16	
	artment / Division Date ized Signer		Acquiring Departmen Authorized		Date	
SECTION IV - Dispo	osal Request (check the appropriate rec	quest for disposal of asset)				
Surplus*	Item is no longer useful to t	his department. Please s	ee special handling in	structions below.		
*Detailed descrip	otion of computers and related items i	need to be sent to ITSurp	lus@lakecountyfl.gov			
*Vehicles are to	be transferred to Fleet Surplus using	Section III, who will deter	mine final status.			
Lost	Must be accompanied by M	issing Item Report				
Trade-in	Estimated Trade In Value \$					
RTV	Reason for return to vendor					
Cannibalized	To be used as parts for sim	ilar assets				
Donation	Donation Recipient	3				
Stolen	Must be accompanied by po	olice report				
Wrecked	Must be accompanied by po	olice report				
Destroyed	Must be accompanied by Pi	roperty Damage Report				
Reason Requesting S	Surplus					
		·				
	-				1	
Ü	e For Surplus Date an Only	Fi	xed Asset Section		Date	
For Fixed Asset Use Only						
BCC Approval Date:		Dispos	sal Method:			

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SECTION 1 - Prepa	arer Information (required on all re	equests)				
Name	Karen Burt		Date: 7/21/2016			
Telephone	343-6439		E-mail: kburt@lakecountyfl.gov			
SECTION II - Asse	t Information (required on all reque	ests)				
Asset Number	13178	Asset Description _		SEL CAB & CHAS		
Dept/Division	Public Works/Road Ops/M	IAIII Serial No	1HTSAZR1	N6LH29124	8	
Asset Condition	POOR	Current Vehicle Mile	eage/Hours	75,356 miles		
CECTION III T	C. D. A. A. S.		i de la companya de			
	nsfer Request (MUST have both rel		to be completed)			
Transfer From:  Dept/Division F	Public Works/Road Ops/MAII	Transfer To:  I / Dept/Division		Fleet Surplus		
Depublication 1	totic works/Road Ops/tylAff	Dept/Division	11 /	ricet surpius	c 10.11	
) 24	1121	Tage /			8/7//6	
	partment / Division Da rized Signer	te / A	cquiring Departm. Authoriz	ent / Division ed Signer	Date	
	posal Request (check the appropriate	a naguest for diamond of agest)				
Surplus*	1	to this department. Please se	ee special handling i	nstructions below		
	iption of computers and related iter	*				
	be transferred to Fleet Surplus usi			•		
Lost	Must be accompanied by	y Missing Item Report				
Trade-in	Estimated Trade In Value	e \$				
RTV	Reason for return to ven	ndor				
Cannibalized	To be used as parts for	similar assets				
Donation	Donation Recipient			1		
Stolen	Must be accompanied by	y police report				
Wrecked	Must be accompanied b	y police report				
Destroyed	Must be accompanied by	y Property Damage Report				
Reason Requesting	Surplus					
			2			
Signatur	re For Surplus Da	te Fix	ed Asset Section	1	Date	
Custod	ian Only					
For Fixed Asset Use Only						
BCC Approval Date:		Disposa	l Method:			