

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

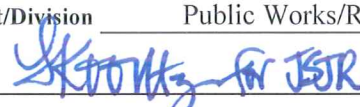

SECTION I - Preparer Information (required on all requests)

Name Karen Burt Date: 5/2/2017
 Telephone 343-6439 E-mail: kburt@lakecountyfl.gov

SECTION II - Asset Information (required on all requests)

Asset Number 21973 Asset Description YR 2000 CATERPILLAR CB224C TANDEM VIBRATORY ROLLER
 Dept/Division Public Works/Road Ops Serial No. 3AL01930
 Asset Condition POOR Current Vehicle Mileage/Hours 1890

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

<p>Transfer From: Dept/Division <u>Public Works/Road Ops</u>  Releasing Department / Division Authorized Signer Date <u>5/18/17</u></p>	<p>Transfer To: Dept/Division <u>Fleet Surplus</u>  Acquiring Department / Division Authorized Signer Date <u>5/19</u></p>
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5/2

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

For Fixed Asset Use Only

BCC Approval Date:

Disposal Method: