

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


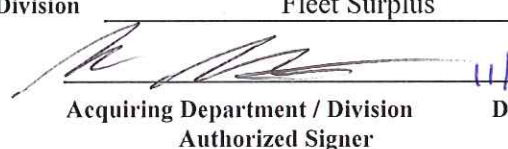
SECTION I - Preparer Information (required on all requests)

Name Karen Burt Date: 11/8/2013
 Telephone 343-6439 E-mail: kburt@lakecountyfl.gov

SECTION II - Asset Information (required on all requests)

Asset Number 23155 Asset Description 2005 Chevrolet Pick-up Ext Cab 4x4
 Dept/Division Public Works/Road Ops/MA2 Serial No. 1GCHK29U25E246671
 Asset Condition Poor Current Vehicle Mileage/Hours 147,491 miles

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

Transfer From: Dept/Division <u>Public Works/Road Ops/MA2</u>  Releasing Department / Division <u>Public Works/Road Ops/MA2</u> Date <u>11/13/13</u> Authorized Signer	Transfer To: Dept/Division <u>Fleet Surplus</u>  Acquiring Department / Division <u>Fleet Surplus</u> Date <u>11/14/13</u> 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 _____

Signature For Surplus
Custodian Only

Date

Fixed Asset Section

Date

For Fixed Asset Use Only

BCC Approval Date:

Disposal Method:

MEMORANDUM

PUBLIC WORKS DEPARTMENT
437 Ardice Avenue
Eustis, Florida 32726



LAKE COUNTY
FLORIDA

To: David Heath, County Manager
From: Jim Stivender, Jr., Director
Date: November 1, 2013
Subject: Out of Office

A handwritten signature in blue ink, appearing to be 'JSJR', is written over the 'From' and 'Date' lines of the memorandum.

I will be out of the office at the Florida Association of Counties Legislative Meeting from November 13th through November 14th, 2013. Skip McCall, Solid Waste Division Manager (352-343-1670), will be in charge during my absence.

JSjr/maa

cc: Nikki Booth