

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: 12/5/2013
 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 Fair 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 Authorized Signer | Transfer To: _____ Dept/Division <u>Public Works/Environmental Services/Mosquito Control</u> _____ Acquiring Department / Division Authorized Signer |
| Date <u>12/5/13</u> | Date <u>12/5/13</u> |

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: