

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

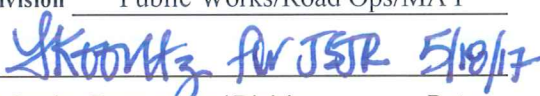
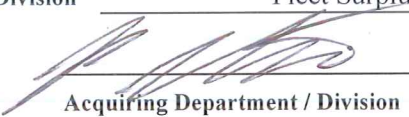
SECTION I - Preparer Information (required on all requests)

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 23834 Asset Description 2006 New Holland Cab Tractor TL100A
Dept/Division Public Works/Road Ops / MA I Serial No. HJS050248
Asset Condition POOR Current Vehicle Mileage/Hours 4,138 HRS

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/MA I</u>		Dept/Division <u>Fleet Surplus</u>	
	<u>5/18/17</u>		<u>5/19</u>
Releasing Department / Division Authorized Signer	Date	Acquiring Department / Division Authorized Signer	Date

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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: