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 - 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 23836 **Asset Description** 2006 New Holland Cab Tractor TL100A

Dept/Division Public Works/Road Ops / MA II **Serial No.** HJS050105

Asset Condition POOR **Current Vehicle Mileage/Hours** 3,581 HRS

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

Transfer From:

Dept/Division Public Works/Road Ops/MA II

5/12

SKoontz for JSJR 5/18/17

Releasing Department / Division Authorized Signer — Date

Transfer To:

Dept/Division Fleet Surplus

5/19

Acquiring Department / Division Authorized Signer — Date

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:**

Revised: 09/11/2013