

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:	4/27/2016
Telephone	343-6439	E-mail:	kburt@lakecountyfl.gov

SECTION II - Asset Information (required on all requests)			
Asset Number	25875	Asset Description	2009 FORD F250 4X4 PICKUP TRUCK
Dept/Division	Public Works/Road Ops/MA2	Serial No.	1FTSX215109EA32019
Asset Condition	GOOD	Current Vehicle Mileage/Hours	146,340 miles

SECTION III - Transfer Request (MUST have both releasing and acquiring signatures to be completed)			
Transfer From:		Transfer To:	
Dept/Division	Public Works/Road Ops/MA2	Dept/Division	Public Works/Solid Waste/Landfill Ops
	5/2/16		5/2/16
Releasing Department / Division Authorized Signer	Date	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
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For Fixed Asset Use Only	
BCC Approval Date:	Disposal Method: