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 - Prepare	er Information (required on all reques	its)				
Name	Karen Burt		Date:	5/2/2017		
Telephone	343-6439		E-mail:	il: kburt@lakecountyfl.gov		
SECTION II - Asset I	nformation (required on all requests)					
Asset Number	26419		2011 WOODS FLEX-WING MOWER 10 FT MW1263			
Dept/Division	Public Works/Road Ops / MA I Serial No.		1181652			
Asset Condition	POOR	_Current Vehicle Mil	eage/Hours	N/A		
SECTION III - Trans	fer Request (MUST have both releasing	g and acquiring signature	s to be completed)			
Transfer From:	4(Transfer To:				
Dept/Division Pu	blic Works/Road Ops/MA I	Dept/Division	1	Fleet Surplus		
YKOTOH2	Lar JSTR Shelf	_	11/1		5/9	
Releasing Depar	rtment / Division Date	-	Acquiring Depart	ment / Division	Date	
Authoriz	zed Signer		Author	ized Signer		
SECTION IV - Dispos	sal Request (check the appropriate req	uest 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 Trade-in	Must be accompanied by Missing Item Report Estimated Trade In Value \$					
RTV						
Cannibalized						
Donation	Donation Recipient					
Stolen	Must be accompanied by police report					
Wrecked						
Destroyed Must be accompanied by Property Damage Report						
Reason Requesting Su	ırplus					
	For Surplus Date	Fi:	xed Asset Secti	on	Date	
Custodia	n Only					
For Fixed Asset Use Only						
BCC Approval Date:		Dispos	al Method:			