

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 Nikki Wright Date: 3/23/2016
 Telephone 352.253.4977 E-mail: nwright@lakecountyfl.gov

SECTION II - Asset Information (required on all requests)

Asset Number 19296 Asset Description 2001 NEW HOLLAND TS110 BOOM MOWER
 Dept/Division Fleet Surplus Serial No 151233B
 Asset Condition FAIR Current Vehicle Mileage/Hours 3,699 HOURS

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

Transfer From: Dept/Division <u>Fleet Surplus</u>  R Keith Stevenson, Fleet Management Division Manager Releasing Department / Division Authorized Signer	Transfer To: Dept/Division <u>PW ROAD OPERATIONS</u>  Acquiring Department / Division Authorized Signer
Date <u>3/23/16</u>	Date <u>4/7/2016</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 _____

Gannibalized 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 PW / ROAD OPERATIONS IS IN POSSESSION / USING THIS EQUIPMENT

Signature For Surplus Custodian Only	Date	Fixed Asset Section	Date
---	------	---------------------	------

For Fixed Asset Use Only

BCC Approval Date:

Disposal Method: