

# LAKE COUNTY GOVERNMENT ASSET STATUS CHANGE FORM

Send this completed form with authorized signatures to  
[eluning@lakecountyfl.gov](mailto: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](mailto:kburt@lakecountyfl.gov)

**SECTION II - Asset Information (required on all requests)**

Asset Number 19897 Asset Description 2002 STERLING M8500 SA TRUCK  
 Dept/Division Public Works/Road Ops/ROC Serial No. 2FZAANBV62AJ75354  
 Asset Condition POOR Current Vehicle Mileage/Hours 137,977 miles

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

Transfer From: _____ Dept/Division <u>Public Works/Road Ops/ROC</u> Releasing Department / Division _____ Authorized Signer  Date <u>5/2/14</u>	Transfer To: _____ Dept/Division <u>Fleet Surplus</u> Acquiring Department / Division _____ Authorized Signer  Date <u>5/13/16</u>
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**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](mailto: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: \_\_\_\_\_