



# Surplus Form

**CLEAR FORM**

Transfer Type (See below) C Transfer Date \_\_\_\_\_

Transferring Fund # \_\_\_\_\_ Department ID # \_\_\_\_\_ Department Name \_\_\_\_\_

Receiving Fund # \_\_\_\_\_ Department ID # \_\_\_\_\_ Department Name \_\_\_\_\_

Capital Asset/Property ID #	Property Description	Vehicle VIN #/Serial #	Condition of Item	Quantity	New Location	Bid/Auction & Sale Amount	E-Waste Disposal
1015000013	Lenovo LT2252 PWD	V9-MAG30	Used	1			<input type="checkbox"/>
1015000004	Samsung S24C450D	Z6HWHCLG100512L	Used	1			<input type="checkbox"/>
4050000281	Dell Monitor	MX0h7304663472n263s	Used	1			<input type="checkbox"/>
4050000277	Dell Monitor	CN-0CC299-64180-6C1-0F1A	Used	1			<input type="checkbox"/>
4050000246	Dell Monitor	CN-0CJ319-72872-66O-19PL	Used	1			<input type="checkbox"/>
4050000651	AOC 27" LED Glossy Black	DXID8JA000789	Used	1			<input type="checkbox"/>
4050000650	AOC 27" LED Glossy Black	DXID8JA000783	Used	1			<input type="checkbox"/>
4050000675	AOC 27" Flat Pannel	EHYDAJA001919	Used	1			<input type="checkbox"/>
4050000678	AOC 27" Flat Pannel	EHYDAJA001938	Used	1			<input type="checkbox"/>
			Used				<input type="checkbox"/>

**TRANSFER TYPE**

- A) TRANSFER TO OTHER DEPARTMENTS
- B) TRADE-IN TO VENDOR/NEW EQUIPMENT PURCHASE(EXPLANATION TO BE SENT TO MFA)
- C) CONSIGNED TO SURPLUS FOR TRANSFER/DISPOSAL/SALE
- D) SOLD EXTERNALLY
- E) ELECTRONIC WASTE
- F) UNACCOUNTED FOR/DESTROYED/LOST (MAYOR LETTER REQUIRED)
- G) STOLEN (REFER TO COUNTY-WIDE POLICY 1125 PARAGRAPH 2.2.10)

**TRANSFERRING AGENT**

(AUTHORIZED)

NAME : Izabela Miller

SIGNATURE: Izabela Miller Digitally signed by Izabela Miller  
Date: 2024.01.19 12:04:33 -07'00'

**RECEIVING AGENT**

(AUTHORIZED)

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**INSTRUCTIONS FOR INTERNAL SERVICE/ENTERPRISE FUNDS**

- 1) ITEMS TRANSFERRED TO OR FROM PROPRIETARY FUNDS WITH AN ORIGINAL COST OF \$10,000 OR MORE MUST HAVE AN AGREED UPON PRICE BEFORE THE TRANSFER CAN TAKE PLACE.
- 2) IF YOUR DEPARTMENT INTENDS TO RESERVE SURPLUS EQUIPMENT FOR THE NEXT AVAILABLE SALE, YOU MUST MAKE STORAGE ARRANGMENTS WITH THE PROPERTY AGENT IN PURCHASING BEFORE DELIVERY OF ITEMS.

SIGNATURE OF SURPLUS PROPERTY AGENT: \_\_\_\_\_  
(AS CONSIGNEE OR AGENT)

SIGNATURE OF MAYOR: \_\_\_\_\_