



# 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
MSD00000333	Dell	CN07WFG16418052E27JL	Used	1			<input type="checkbox"/>
4050000648	AOC 27" LED Glossy Black	DXIX8JA000793	Used	1			<input type="checkbox"/>
4050000643	AOC 27" LED Glossy Black	DXID8JA000798	Used	1			<input type="checkbox"/>
4050000646	AOC 27" LED Glossy Black	DXID8JA000784	Used	1			<input type="checkbox"/>
4050000649	AOC 27" LED Glossy Black	DXID8JA000797	Used	1			<input type="checkbox"/>
11518	HP	CNT233645T	Used	1			<input type="checkbox"/>
11519	HP	3CQ2201SMX	Used	1			<input type="checkbox"/>
MSD00000332	Dell	MX0C3R94773413A6-AMM	Used	1			<input type="checkbox"/>
4050000282	Dell	CN0dc32371618724GJ8R	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 12:37:43 -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: \_\_\_\_\_