



# GSLMSD 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
MSD00000210	HP ENVY 4520 Printer	TH7324M0WS	Used	1			<input type="checkbox"/>
MSD00000235	HP ENVY 4500 Printer	CN57T35085	Used	1			<input type="checkbox"/>
	HP ENVY 4500 Printer	CN4961323W	Used	1			<input type="checkbox"/>
4050000507	HP LaserJet P2055 Printer	CNB9094420	Used	1			<input type="checkbox"/>
4050000763	HP Office Jet Pro 8710 Printer	CN69KH30PB	Used	1			<input type="checkbox"/>
	HP ENVY 4500 Printer	CN57T350FB	Used	1			<input type="checkbox"/>
	HP ENVY 4500 Printer	CN48R150S9	Used	1			<input type="checkbox"/>
4050000764	HP Office Jet Pro 8710	CN69KH30HZ	Used	1			<input type="checkbox"/>
MSD00000110	HP OfficeJet Pro 9015	TH94R4Z0YW	Used	1			<input type="checkbox"/>
4050000207	HP Laserjet 1320	CNHC589274	Used	1			<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 MillerSIGNATURE: Izabela Miller Digitally signed by Izabela Miller  
Date: 2024.01.24 15:31:41 -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: \_\_\_\_\_

PM-2'S **NOT** PROPERLY **SIGNED** BY BOTH THE TRANSFERRING AND RECEIVING DEPARTMENT AND/OR SURPLUS PROPERTY AGENT WILL BE RETURNED AND DELIVERY OF SURPLUS ITEM **REFUSED**.