



# 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
4050000351	Dell Monitor	CN-0d7840-74261-85L-0MMS	Used	1			<input type="checkbox"/>
1015000041	Dell Monitor	CN-0W4XGG-7443-16M-FMVL	Used	1			<input type="checkbox"/>
4050000418	Dell Monitor	CN-0DC323-71618-69L-GCSZ	Used	1			<input type="checkbox"/>
4050000239	Dell Monitor	CN-0CJ319-72872-66O-15DL	Used	1			<input type="checkbox"/>
4050000251	Dell Monitor	CN-0CJ319-72872-69C-0N0U	Used	1			<input type="checkbox"/>
4050000402	Dell Monitor	MX0h734h 7287596Ghopl	Used	1			<input type="checkbox"/>
1015000036	Dell Monitor	CN-0W4XCG-74445-16M-FXFL	Used	1			<input type="checkbox"/>
11792	Dell Monitor	MX-OC3R94-77341-3A6-22AM	Used	1			<input type="checkbox"/>
1015000021	Samsung	01S7HCLF702844N	Used	1			<input type="checkbox"/>
4050000403	Dell Monitor	MX0h734h 7287596GHOVL	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: 2024.01.19 10:11:44 -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**.