

Fixed Asset Property Action Form

Description of Item (Year, Make, Model, Manufacturer, etc.)		Property Number:	
		Serial Number or Vehicle Identification Number (VIN):	
Physical Location of Item:	Custodian Department:	Original Cost: \$	Purchase Date:

Disposition:

<input type="radio"/> Damaged Beyond Repair <input type="radio"/> Destroyed <input type="radio"/> Donated <input type="radio"/> Lost / Stolen <input type="radio"/> Obsolete, Sell at Auction <input type="radio"/> Traded In <input type="radio"/> Transfer <input type="radio"/> Other	<u>Please Fully Describe the Request for Disposition Here (attach memo if necessary):</u>

Transfer:

Name of Person Completing Form	
Signature: _____	Date: _____
Printed: _____	Phone: _____
Department Head <u>Releasing</u> the Fixed Asset	
Signature: _____	Date: _____
Printed: _____	Phone: _____
Department Head <u>Receiving</u> the Fixed Asset	
Signature: _____	Date: _____
Printed: _____	Phone: _____
New Physical Location of the Asset (Where will this item be found or stored)	
Cost Center: _____ Name of Person to whom asset was assigned: _____	
Building and Room Number: _____	

For Financial Services Department Use Only

<u>Property Records Technician, Confirm</u> <input type="radio"/> Transfer <input type="radio"/> Send to Auction <input type="radio"/> Trade In <input type="radio"/> Destroyed Initials _____ Date: _____	<u>Board Action</u> <input type="radio"/> Approve Disposal <input type="radio"/> Reject Disposal Board Date: _____
CC: Releasing Department Head, Receiving Department Head, Property Records Technician	

Instructions:

- (1) Complete this form if you wish to achieve the following:
 - (1) Removal of inventory capital item from your department's inventory permanently (e.g., sale or sale at auction).
 - (2) Transfer of inventory capital item from one department or fund to another department or fund designation.

- (2) Definitions:
 - (1) Fixed Capital Asset: Any item purchased with public funds or donated to the District that has an initial value of \$750.00 or more and a life expectancy of more than one year.
 - (2) Property Records Technician: That person in the District Finance Office who is tasked with maintaining inventory lists and administering the disposals or transfers requested by District personnel.
 - (3) Custodian: Department that has been made accountable by rule and delegated responsibility of the County for the custody, condition and whereabouts of a fixed asset purchased with public funds.
 - (4) Requestor: That person or department representative asking that a Fixed Asset be removed from inventory by the use of this form.

Filling Out the Form:

1. Please fill out as much of the form as you are able. Items left blank will be reviewed and addressed by the Property Records Technician.
2. Do not fill out any item in the shaded area of the form, at the bottom of the front side of this form. This will be done by the Finance Office.
3. Please make sure you (as the requestor) and the department head from where the item is inventoried signs and dates this form.
4. Please forward the form to the Property Records Technician c/o the District Finance Office.
5. Please note that departments must receive prior approval from the Board when disposing of an item.
7. Items transferred between departments must be reported to the Property Records Technician using this form.

- (5) Arranging for Temporary Storage: All arrangements for storage must be coordinated by the department wishing to have the Fixed Asset declared surplus or obsolete.

- (6) If you have any questions about completing this form please call the Property Records Technician at 850-838-2503.

- (7) Routing of Forms:
 - (1) Basic Routing, Transfer: Custodian Department > New Custodian Department > Property Records Technician.
 - (2) Basic Routing, Disposition: Custodian Department > Interim Custodian (Storing) Department > Property Records Technician > Final Disposition.