

**ANDERSON COUNTY GOVERNMENT
DISPOSITION AND SURPLUS
PROPERTY RECORD**

Disposition:

- Stolen or Lost (Attach copy of Police Report)
- Traded In Purchase Order Number of Trade in _____
- Vehicle Wrecked/Totaled Insurance Recovery Funds Received - Yes or No
(Circle One)
- Transferred to Another County Department:

Transferred From (Dept) _____
(Department Head/Official Signature)

Transferred To (Dept) _____
(Department Head/Official Signature)

Surplus Property: The following property is being declared surplus. Please list all Computer Hard Drives, DO NOT list computer keyboards, monitors and mice. Computer Hard Drives **MUST** be removed to ensure proper sanitation of computer equipment and is the responsibility of each elected official or department head.

Property Number <i>(N/A if no property number)</i>	Property Description	Serial Number/ VIN Number <i>(N/A if no serial number)</i>	Property Condition <i>(Working, inoperable, unknown etc)</i>

I certify that the above-described equipment has been transferred to another department, declared surplus, stolen or lost, as indicated above. If the item was declared surplus, it is available for use by other county offices or can be sold in the prescribed manner as surplus. If stolen, a stolen property report has been filed with the Police Department and attached with this form.

Department Head/Official Signature

Purchasing Agent Signature

Date

Date

INTERNAL USE ONLY	
Item Sold Thru Internet Auction: _____ <i>(Surplus Item Number)</i>	Date: _____
Property Disposition entered into Accounting System (Date): _____	