

**TRUMBULL COUNTY
TRANSFERRING OR DISPOSING OF FIXED ASSETS**

NAME OF PERSON DISPOSING/TRANSFERRING:	DATE:
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DEPARTMENT DISPOSING/TRANSFERRING:	TYPE: (CIRCLE ONE) DISPOSAL TRANSFER
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DEPARTMENT HEAD SIGNATURE:	ASSET DESCRIPTION:
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TAG NO: (IF DISPOSAL AFFIX TAG)	REASONS FOR DISPOSAL: (CIRCLE ONE) SCRAPPED (Maint. Only) RETURNED TO VENDOR STOLEN (Attach Police Report) SOLD WITHIN REGULATIONS TRADED IN DONATIONS
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DISPOSAL VERIFICATION SIGNATURE:

COMPLETE FOR TRANSFERS ONLY:
DATE OF TRANSFER:
TRANSFER TO FUND:
TRANSFER TO DEPARTMENT:
PERSON TO RECEIVE ASSET:
SIGNATURE OF DEPARTMENT HEAD RECEIVING ASSET:

THE TRANSFERRING DEPARTMENT MUST COMPLETE THIS FORM. AN INDIVIDUAL DEPARTMENT CANNOT DISPOSE OF ANY FIXED ASSET WITHOUT PROPER DOCUMENTATION. ALL DISPOSALS MUST BE SIGNED BY THE MAINTENANCE DEPARTMENT. (MR&DD, JOBS & FAMILY SERVICES, COUNTY ENGINEER'S, SANITARY ENGINEER'S, CHILDREN SERVICES, & NEOCAP HAVE THEIR OWN MAINTENANCE DEPARTMENTS). BOTH THE MAINTENANCE SUPERVISOR AND THE TRANSFERRING DEPARTMENT HEAD MUST SIGN THE DISPOSAL AUTHORIZATION.