

POTTAWATTAMIE COUNTY
FIXED ASSET *DISPOSAL* INFORMATION FORM

Please complete for all asset transfer or disposal of any asset that was at one time valued at \$5,000 or more. Attach any supporting documentation for the disposal and forward to **Candy Lewis, Auditor's Office** for processing.

GENERAL INFORMATION

Fixed Asset ID # _____ (Tyler)

Tag # _____

Description: _____

Disposal Date: _____

Department # _____

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Transfer | <input type="checkbox"/> Disposal |
| <input type="checkbox"/> Asset in use | <input type="checkbox"/> Theft/Stolen |
| <input type="checkbox"/> To Surplus | <input type="checkbox"/> Lost |
| <input type="checkbox"/> From Surplus | <input type="checkbox"/> Donated |
| <input type="checkbox"/> Other | * <input type="checkbox"/> Trade- Invoice# _____ |
| | <input type="checkbox"/> Salvage/Scrap |
| | * <input type="checkbox"/> Sold |
| | <input type="checkbox"/> Other |

*Traded/Sold Value \$ _____ **Full VIN/Serial #** _____

Traded for/Sold to: _____ ****** Attach a Copy of MR ******

Comments: _____

Department Head Signature: _____

Date: _____

*******TO BE COMPLETED BY FIXED ASSET OFFICE*******

Input Tyler Date: _____

Disposed Packet # _____