TUOLUMNE COUNTY ASSET TRANSFER

COUNTY TAG # (Required) ______________________ Date ____________

ITEM DESCRIPTION/MODEL ______________________ (Computers-see below)

VIN of vehicle or serial no. of computer/printer/etc ______________________

Computers MUST be wiped & form validated by I.T. before sending to surplus. See Below

Mileage on vehicle: ______________________

CONDITION ______________________

FROM DEPARTMENT ______________________ Fund/Cost Ctr ____________

TO DEPARTMENT ______________________ Fund/Cost Ctr ____________

OR SURPLUS ☐ If sent to surplus, this form must be initialed by the Auditors Office before removed from your department.

RECEIVED BY: ______________________ Phone # ____________

Department Signature Printed Name

TO SURPLUS: **Disposable Status**

SALEABLE ☐ AUCTION / SALE DATE

Present location of asset: ______________________

JUNK ☐

OTHER ______________________

MUST BE SIGNED OFF BY AUDITORS OFFICE AND CAO'S OFFICE BEFORE BEING REMOVED OR DESTROYED!

____
Auditors Signature

____
CAO's Signature

This form prepared by: ______________________ Phone # ____________

Computers Only: Please call 536-2365 the IT Helpdesk for pickup

☐ I.T. has taken possession of this asset for the purpose of data destruction.

______________________ I.T. Staff Signature ____________ Date

This asset's data has been destroyed by:

☐ A DoD 5220-22M compliant software application

☐ Physical destruction of the hard drive

______________________ I.T. Staff Signature ____________ Date

1. IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO OBTAIN THE SIGNATURE OF THE DEPARTMENT HEAD RECEIVING THE FIXED ASSET. If transferred to surplus, the Purchasing Agent must sign for receipt of the fixed asset. Forward the properly signed transfer to the Auditors Office. The transfer will not be made until the Auditor's receives the PROPERLY signed asset transfer.

2. If transferred to another department: Retain YELLOW sheet
   Receiving dept gets PINK sheet
   Auditors gets WHITE original sheet

3. If transferred to SURPLUS: Have Auditors initial/OK for surplus.
   Keep YELLOW sheet.
   Attach PINK sheet to item.
   Auditors gets WHITE original sheet.

AUDITOR USE ONLY INPUT MONTH

Original Cost $ ____________ MM/YY Purchased ________

Accum Depr $ ____________

Book Value $ ____________ JE # ______________________

Revised 02/2011