

**FIXED ASSET
RELEASE FROM LIABILITY
REQUEST**

Date: _____	(Circle One)	Destruction
County tag #: _____		Loss
Description: _____		Theft
Serial #: _____		
Acquired: _____		
Original value: _____		
Book value: _____		
Depreciation: _____		

The circumstances surrounding this incident are set forth in detail in the attached Sheriff's Office report for the theft, or the Departmental report for the destruction or loss.

In light of the circumstances surrounding this shortage of County assets, I respectfully request that I be "relieved from liability" for these missing assets as provided by Section 29390 of the California Government Code, and that the Tuolumne County Board of Supervisors authorize the Auditor-Controller to remove the above asset in the amount listed above from this departments inventory list.

Department Head Signature

Date

AUDITOR-CONTROLLER CERTIFICATION

The circumstances surrounding this shortage have been reviewed and it is recommended that the request for "release from liability" be:

Approved

☐

Disapproved

☐

Auditor-Controller by Deputy

Date

DISTRICT ATTORNEY CERTIFICATION

The circumstances surrounding this shortage have been reviewed and it is recommended that the request for "release from liability" be:

Approved

☐

Disapproved

☐

District Attorney by Deputy

Date