

INVENTORY ACTION NOTICE

FOR DISPOSALS & TRANSFERS

Department Name: SHERIFF'S OFFICE Dept #: 027

Tag # : _____ Model: _____ Serial # : _____

Asset Description: _____

If you need additional space, please attach to this sheet.

AUCTION	Auction Year: _____ Date Sent: _____ Condition: _____
DESTROY	Date: _____ Reason: _____ <i>If destroyed in accident, attach copy of Police or Sheriff's report and any newspaper articles or pictures.</i>
LOST	Date last seen: _____ Circumstances: _____
STOLEN	Date stolen: _____ Circumstances: _____ <i>Attach copy of Police or Sheriff's report and any newspaper articles or pictures.</i>
TRADE-IN	Trade-In Value: \$ _____ Tag # (new item): _____ Description (new item): _____ PO#: _____
TRANSFER	DEPT NAME & #: _____ Transfer Date: _____ Reason for Transfer: _____ Old PC Tag # if Applicable _____ Assigned to (Name): _____ Location (Room #, etc): _____
OTHER	DEPT NAME & #: _____ Transfer Date: _____ Reason: _____

THIS IS TO CERTIFY THAT THE ABOVE ASSET HAS BEEN DISPOSED AS NOTED AND IS NO LONGER IN MY CUSTODY. THE ABOVE INFORMATION IS TRUE AND CORRECT, TO THE BEST OF MY KNOWLEDGE.

/Michael A Baranowski II

03/13/19

Department Head Signature (or Authorized Agent)

Date

THIS IS TO CERTIFY THAT I HAVE RECEIVED THE ABOVE ASSET AND IT IS NOW IN MY CUSTODY. THE ABOVE INFORMATION IS TRUE AND CORRECT, TO THE BEST OF MY KNOWLEDGE.

Department Head Signature (or Authorized Agent)

Date

FOR PURCHASING 'S USE ONLY

PROCESSED BY & DATE: _____

FOR AUDITOR'S USE ONLY

ENTERED BY & DATE: _____