



# SURPLUS NOTICE FORM

BOARD OF COUNTY COMMISSIONERS

DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

ASSET #: \_\_\_\_\_ ACQUISITION COST: \_\_\_\_\_

DESCRIPTION/VIN: \_\_\_\_\_

MILEAGE: \_\_\_\_\_

REASON FOR DISPOSAL: (INCLUDE SPECIFIC DEFECTS)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF DISPOSAL: (Check One)

AUCTION

TRADE

RETIRED

DONATED

TRANSFER TO DEPARTMENT \_\_\_\_\_

\_\_\_\_\_  
Initiating Dept Head - Signature/Date

\_\_\_\_\_  
Finance Department - Signature/Date

\_\_\_\_\_  
Recipient - Signature/Date

\_\_\_\_\_  
Purchasing Officer - Signature/Date