



# GRAND COUNTY FIXED ASSET TRANSFER/DISPOSAL FORM

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**IMPORTANT:** In order for your department to transfer or dispose of any fixed asset, you must submit a completed and signed copy of this form to the Clerk/Auditor's office. Your cooperation will enable the County to maintain accurate fixed asset records. *You will bear responsibility for any missing assets due to improper disposal.*

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Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Asset Tag Number: \_\_\_\_\_ Serial/VIN Number: \_\_\_\_\_  
Item Description (year, make, model, etc.): \_\_\_\_\_  
Date of Transfer/Disposal: \_\_\_\_\_

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## 1. DEPARTMENT TRANSFER

This asset will be (check one):  Donated  Sold  
To Department: \_\_\_\_\_ Sale price if applicable: \$ \_\_\_\_\_  
Reason for transfer: \_\_\_\_\_

Signature of **Receiving** Department Supervisor (Required): \_\_\_\_\_

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## 2. ASSET DISPOSAL

Reason for asset disposal (please check one):

- Trade-in or exchange\*
- Preparation for surplus auction
- Sell for scrap, not at public auction\*
- Functional obsolescence
- Damage beyond reasonable repair
- Use for Parts
- Other: \_\_\_\_\_

Proceeds from Sale or Trade-in Value, if applicable: \$ \_\_\_\_\_

\*You **MUST** provide the Clerk's office a copy of any documentation from sale, trade, or transfer.

Asset acquired from trade-in: \_\_\_\_\_  
Serial/VIN Number: \_\_\_\_\_

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**Signature of Department Head**

**or designated supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_