

Wayne County Asset Disposal Form

Sequence # 1000

<p>This form is required to be completed prior to the disposal of county assets. Please contact Paige Serlick in the Finance Office at 731-1469 to receive the sequence # for this form. Once this form has been completed and signed by your department head, please forward it to Joanne Honn in Facility Services. If this is an IT-related asset (i.e. computer, printer, camera, etc.), please forward to IT to receive approval to dispose of the asset.</p>				
Asset Disposal Codes:				
1 - Sell on Govdeals				
2 - Surplus				
3 - Transfer to another department				
4 - Scrap/damaged				
5 - Trade on another asset				
Disposal Code	*Tag #	Item Description	Serial or Model #	Receiving Department (Transfers Only)
1	18303	2000 Ford Crown Victoria	452645	Purchasing Department
				Comments (Please describe condition of asset if your are sending it to surplus or scrapping it. If you are trading this asset for another, please give the vendor name and asset description of your new asset)
				Condition of asset is on attached Gov Deals form.

Receiving Information

Date Received: 2/19/2009

Receiver's signature: Noelle Woods

Receiving department: Purchasing Department

*If noncapital, enter N/A.

Name of person completing form: Allison Speight

Department requesting disposal: Finance

Department head signature: Pam Holt

IT approval (if applicable): N/A

Wayne County Asset Disposal Form

Sequence # 2002

<p>This form is required to be completed prior to the disposal of county assets. Please contact Paige Serlick in the Finance Office at 731-1469 to receive the sequence # for this form. Once this form has been completed and signed by your department head, please forward it to Joanne Honn in Facility Services. If this is an IT-related asset (i.e. computer, printer, camera, etc.), please forward to IT to receive approval to dispose of the asset.</p>				
Asset Disposal Codes:				
1 - Sell on Govdeals				
2 - Surplus				
3 - Transfer to another department				
4 - Scrap/damaged				
5 - Trade on another asset				
Disposal Code	*Tag #	Item Description	Serial or Model #	Receiving Department (Transfers Only)
2	19402	Desk	5246	The desk is in good condition, scratches on top and front.
Receiving Information				
Date Received:			2/19/2009	
Receiver's signature:			<i>Ronnie Thompson</i>	
Receiving department:			Facility Services	
Comments				
(Please describe condition of asset if you are sending it to surplus or scrapping it. If you are trading this asset for another, please give the vendor name and asset description of your new asset)				

*If noncapital, enter N/A.

Name of person completing form: Allison Speight

Department requesting disposal: Finance

Department head signature: *Pam Holt*

IT approval (if applicable): N/A

Wayne County Asset Disposal Form

Sequence # 1052

This form is required to be completed prior to the disposal of county assets. Please contact Paige Serlick in the Finance Office at 731-1469 to receive the sequence # for this form. Once this form has been completed and signed by your department head, please forward it to Joanne Honn in Facility Services. If this is an IT-related asset (i.e. computer, printer, camera, etc.), please forward to IT to receive approval to dispose of the asset.					
Asset Disposal Codes:					
1 - Sell on Govdeals					
2 - Surplus					
3 - Transfer to another department					
4 - Scrap/damaged					
5 - Trade on another asset					
Receiving Information					
Date Received:	2/19/2009				
Receiver's signature:	<i>Ronnie Thompson</i>				
Receiving department:	Facility Services				
Disposal Code	*Tag #	Item Description	Serial or Model #	Receiving Department (Transfers Only)	Comments
3	19402	Blue Desk Chair	4526	DRC	Desk Chair in good condition

*If noncapital, enter N/A.

Name of person completing form: Allison Speight

Department requesting disposal: Finance

Department head signature: *Pam Holt*

IT approval (if applicable): N/A

Wayne County Asset Disposal Form

Sequence # 2062

<p>This form is required to be completed prior to the disposal of county assets. Please contact Paige Serlick in the Finance Office at 731-1469 to receive the sequence # for this form. Once this form has been completed and signed by your department head, please forward it to Joanne Honn in Facility Services. If this is an IT-related asset (i.e. computer, printer, camera, etc.), please forward to IT to receive approval to dispose of the asset.</p>				
Asset Disposal Codes:		Receiving Information		
1 - Sell on Govdeals		Date Received:	<u>2/19/2009</u>	
2 - Surplus		Receiver's signature:	<u>Ronnie Thompson</u>	
3 - Transfer to another department		Receiving department:	<u>Facility Services</u>	
4 - Scrap/damaged		Receiving Department (Transfers Only)	Comments	
5 - Trade on another asset		Serial or Model #	Item Description	Comments
4	16521	N/A	Conference Room Table	Conference Room Table is broken and beyond repair.

*If noncapital, enter N/A.

Name of person completing form: Allison Speight

Department requesting disposal: Finance

Department head signature: Pam Holt

IT approval (if applicable): N/A

Wayne County Asset Disposal Form

Sequence # 1658

This form is required to be completed prior to the disposal of county assets. Please contact Paige Serlick in the Finance Office at 731-1469 to receive the sequence # for this form. Once this form has been completed and signed by your department head, please forward it to Joanne Honn in Facility Services. If this is an IT-related asset (i.e. computer, printer, camera, etc.), please forward to IT to receive approval to dispose of the asset.					
Asset Disposal Codes:					
1 - Sell on Govdeals					
2 - Surplus					
3 - Transfer to another department					
4 - Scrap/damaged					
5 - Trade on another asset					
Receiving Information					
Date Received:	2/19/2009				
Receiver's signature:	<i>Noelle Woods</i>				
Receiving department:	Purchasing Department				
Disposal Code	*Tag #	Item Description	Serial or Model #	Receiving Department (Transfers Only)	Comments (Please describe condition of asset if you are sending it to surplus or scrapping it. If you are trading this asset for another, please give the vendor name and asset description of your new asset)
5	19526	1999 Ford Crown Victoria	452689		Trading this asset on a 2009 Ford Crown Victoria from Deacon Jones New Tag # 56423

*If noncapital, enter N/A.

Name of person completing form: Allison Speight

Department requesting disposal: Finance

Department head signature: *Pam Holt*

IT approval (if applicable): N/A

Wayne County Asset Disposal Form

Sequence # 2062

This form is required to be completed prior to the disposal of county assets. Please contact Paige Serlick in the Finance Office at 731-1469 to receive the sequence # for this form. Once this form has been completed and signed by your department head, please forward it to Joanne Honn in Facility Services. If this is an IT-related asset (i.e. computer, printer, camera, etc.), please forward to IT to receive approval to dispose of the asset.				
Asset Disposal Codes:				
1 - Sell on Govdeals				
2 - Surplus				
3 - Transfer to another department				
4 - Scrap/damaged				
5 - Trade on another asset				
Disposal Code	*Tag #	Item Description	Serial or Model #	Receiving Department (Transfers Only)
4	16521	Computer	456852	Facility Services
				Comments
				(Please describe condition of asset if your are sending it to surplus or scrapping it. If you are trading this asset for another, please give the vendor name and asset description of your new asset)
				Computer is out dated and will not work.

Receiving Information

Date Received: 2/19/2009

Receiver's signature: Ronnie Thompson

Receiving department: Facility Services

*If noncapital, enter N/A.

Name of person completing form: Allison Speight

Department requesting disposal: Finance

Department head signature: Pam Holt

IT approval (if applicable): Steven Cross