# PROPERTY CONTROL RECORD

This form ***must*** be completed and turned into the Purchasing Department ***before*** the transfer, or other disposition of any equipment. It must also be completed ***before*** the salvage of any items. In the case of a transfer between divisions, the signature of both the transferor and the transferee Department Head is required.

Date: _____ Court Order No. _____

Initiating Department: _____

Fixed Asset No. _____ Serial No. _____

Description: _____

In regard to the above property, we propose to: (Select ***one*** of the below)

- ***Transfer*** From: _____ To: _____
- ***Discard*** Explain: _____
- ***Other Disposition*** Explain: _____

Additional Notes: _____

_____

1 _____
Department Initiating

2 _____
Purchasing Department

3 _____
Assessed Value Appraiser

_____
Assessor

4 _____
Receiving Department or Transferring Agent

5 _____
Environmental Affairs