CALDWELL COUNTY
FIXED ASSETS DISPOSITION FOR
DELETION/ TRANSFER/SURPLUS FORM FOR EQUIPMENT OR VEHICLES

This form must be typed or written in ink. A separate form must be completed for each equipment item or lot. If you are disposing of multiple items in the same category (e.g., 20 computers), complete this page then list the individual items with serial numbers and tag numbers on an attached sheet. Non-equipment items such as chairs, tables, desks, etc. may be grouped as one lot. To ensure the correct equipment is removed from your department, the inventory tag number must be supplied. **The original copy of this document must be sent to the Purchasing Department.**

To be Completed by Department

Inventory Equipment Number: 3935			Upgrade Tag Number:
Description of item: 2003 Subaru Forester,			
Manufacturer: Subaru	Model: Forester		Year 2003:
Serial / VIN Number: JF1SG63603H749514	Color: GREEN	Mileage: 176,402	Estimated Value: $1500

Condition: ☐ New X Good ☐ Poor ☐ Needs Repair ☐ Parts Missing
Explanation:_____

Vehicles: X Starts ☐ Starts w/ boost X Is Drivable ☐ Is not Drivable ☐ 6 cyl ☐ 8 cyl X Gas ☐Diesel X Cracked Glass ☐Minor Scratches ☐Major Scratches ☐ Exposed Wires from removal of equipment X A/C X Air Bag X AM/FM Radio ☐Tilt Steering ☐Power Doors/Locks ☐Power Seats ☐Cruise Control

Int. Condition Good Color Tan Ext. Condition Good Color Green

Decals ☐have been removed ☐impressions remain ☐no impressions left ☐ Tag ☐ Gas Fob ☐ Keys turned in ☐WEX Card

Computer Equipment: Has software and data files been erased, with proper documentation filed to comply with applicable software licenses? ☐ Yes ☐ No **--IT Dept signature required on all computer items** _____ Date _____

Please check one of the following:

☐ Surplus ☐ Parts Only ☐ Stolen (attach police report) ☐ Lost (can't locate) ☐ For Sale (Gov Deals) ☐Commissioners

X Traded in for ***Undercover*** (equip#)

☐ Moved to another room/building within the department _____
(new building and room#/location)

☐ Transferred to another department _____
(new department and location)

☐ Other _____

Were any of these items purchased with grant, state or federal funds? ☐ Yes ☐ No
If Yes, attach instructions from grantor stating how to dispose of or contact grants dept for instructions.

Department Name: Sheriff - Narcotics	Department Number: 4317
Location of Item (Building and Room): 2351 Morganton Blvd., SW, Lenoir, NC 28645	Phone Number: 828-758-2324

Authorized Dept Signature:	Date:
Authorized Dept Signature (receiving the transfer):	Date:

To be Completed by Finance Department

Updated to Gov Deals by:	**Date:**
Updated Inventory by:	**Date:**

County Managers Signature _____ Date_____