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: 3805 Upgrade Tag Number:

Description of item: EZ-CART - Container with CASTERS to Move & Store Voting Equip.

Manufacturer:	Model:	Year:
Serial / VIN Number:	Color: Red / Mileage:	Estimated Value: $1,600.00

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

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

Int. Condition _____ Color _____ Ext. Condition _____ Color _____

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

☐ Traded in for _____ (equip#)

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

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

☑ Other Sell to Watauga Co Board of Elections

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: Caldwell Co. Board of Elections	Department Number: 4170
Location of Item (Building and Room): Caldwell Co. Resource Center	Phone Number: 828-757-1326
Authorized Dept Signature: Chaa Barnes	Date: 5/20/2025
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 _____

CALDWELL COUNTY

CAPITAL ASSET WORKSHEET

ASSET # 3805		MASTER ASSET		DESCRIPTION	EZ CART 3000		
CLASS	30 EQUIPMENT	FUND SOURCE					
SUBCL	306 OTHER VOTING EQ	ACQUIS METH	P PURCHASED	MAINT CONT	Y	INSURED	N
COMMODITY				VENDOR DESC	Vendor Name Mi	CARRIER	
DEPT	4170 BOARD OF ELECTI	ACQUIS DATE	04/22/2021	TYPE	G	INSURED VAL	0.00
LOC CODE	4170 BOARD OF ELECTI	ACQUIS COST	1,933.33	EXPIRE DATE		EXPIRE DATE	
LOC MEMO		ACRES	0.000	ANNUAL COST	0.00	POLICY CST	0.00
ROOM		QTY	1	MEMO		MEMO	
STORAGE LOC		UNIT PRICE	0.00				
		PURCH MEMO					
STATUS	A ACTIVE						
CONDITION	N NEW	SOY BOOK	1,933.33	DEPRECIATE	N		
CUSTODIAN	BOARD OF ELECTIONS	CURRENT BOOK	1,933.33	DEPREC PRIN	1,933.33		
TITLEHOLDER		EST SALVAGE	0.00	FIRST YR/PR	/00	LAST YR/PR	/00
		REPL COST	1,933.33	EST LIFE	5		
TAG # 3805		LAST INVENT		PERIODS TAKEN	0		
SERIAL #		IMPROVE MEMO		ACCUM DEPREC	0.00		
MANUFACTURER							
MODEL	2251.01	RETIRE DATE					
MODEL YEAR		DISP CODE					
LICENSE #		DISP PRICE	0.00				
		SALE PRICE	0.00				

VEND #	PO #	DOCUMENT #	INVOICE #	INV DATE	INV AMT
851	58467	25309			37,149.00

GL Accounts

TYPE	ORG	OBJ	PROJ	PERCENT

PO Accounts

ORG	OBJ	PROJ	AMOUNT