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: Upgrade Tag Number:

Description of item: 200 Desktop Computers, 75 Laptop Computers, 86 Computer Displays/Monitors

Manufacturer: Dell	Model:		Year:
Serial / VIN Number:	Color:	Mileage:	Estimated Value:

Condition: ☐ New X Good ☐ Poor ☐ Needs Repair ☐ Parts Missing
Explanation: Devices are functional in used condition, cosmetic wear, and storage or software removed where required

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? X Yes ☐ No --**IT Dept signature required on all computer items** _____ Date 5 sept 2025

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)

X Transferred to another department: Caldwell County Schools
(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: Caldwell County Information Technology	Department Number: 4160
Location of Item (Building and Room): County Plaza & DHHS IT Storage rooms	Phone Number: 828-757-1335

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 _____