

**ECTOR COUNTY
PROPERTY ACQUISITION, TRANSFER AND DISPOSITION FORM**

TYPE OF TRANSACTION:

Permanent Transfer ___ Used for Parts ___ Transfer to Auction ___ Other _____

NEW EQUIPMENT: Vendor Name _____; Acct.# _____

Value \$ _____; Purchase Date _____; P.O. # _____

Tag # _____; Serial # _____

Description _____
(Type, Make, Model, Color, Etc.)

Trade-In to Vendor: Tag # _____

Description _____
(Type, Make, Model, Color, Etc.)

DONATED EQUIPMENT: From _____; Value \$ _____

Acquired Date _____; Tag # _____; Serial # _____

Description _____
(Type, Make, Model, Color, Etc.)

TRANSFER:

Tag # _____ Description _____
(Type, Make, Model, Color, Etc.)

From Dept:

To Dept:

Name _____ # _____

Name _____ # _____

Secondary location (Room #) _____

Secondary location (Room #) _____

Witness: _____

Witness: _____

Removal By: Printed Name & Date

Received By: Printed Name & Date

Moved By: _____
Printed Name & Date

Moved By: _____
Printed Name & Date

FROM: _____
Authorized Signature & Date

TO: _____
Authorized Signature & Date

PURCHASING AGENT: Signature & Date _____