



COUNTY OF ORANGE

## PURCHASING DEPARTMENT TRANSMITTAL FORM

### MOVEABLE PROPERTY SURPLUS/TRANSFER REQUEST FORM

<b>Date:</b>		MIS Department approval (for computer and computer-related equipment)
<b>Department:</b>		<input type="checkbox"/> Equipment is usable for another department
<b>Contact Person:</b>		<input type="checkbox"/> Equipment is usable for parts.
<b>Dept. Head Approval Name</b>		<input type="checkbox"/> Equipment is unusable or obsolete

Asset No.	Description of Property	VIN/Serial No.	Mileage	Condition

<b>Transfer From:</b>		<b>Transfer To:</b>	
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#### Receiving Department Action

<b>Received by:</b>		<b>Date:</b>	
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#### Department Action

<b>Completed by:</b>		<b>Date:</b>	
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<b>Approved in Com. Court:</b>
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