



COUNTY OF ORANGE

PURCHASING DEPARTMENT

TRANSMITTAL FORM

MOVEABLE PROPERTY SURPLUS/TRANSFER REQUEST FORM

Date:	
Department:	
Contact Person:	
Department Head Approval Name:	

MIS Department approval (for computer and computer-related equipment)

- Equipment is usable for another department.
- Equipment is usable for parts.
- Equipment is unusable or obsolete.

Asset No.	Description of Property	Serial No.	Condition of the Property

Transfer From:

Transfer To:

Receiving Department Action

Received by: Date:

Department Action

Completed by Date:

Approved in Com. Court:
