



County of Orange

Purchasing Department Transmittal Form

Moveable Property Surplus/Transfer Request Form

Date:	
Department:	
Contact Person:	
Department Head:	

MIS Department approval (for IT related equipment)

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

Asset No.	Description of Property/Condition	Serial No.

Transfer From: Transfer To:

Receiving Department Action

Received by: Date:

Approved in Com. Court:

Department Action

Completed by: Date: