UTAH COUNTY AUDITOR
REQUEST FOR DISPOSITION OF EQUIPMENT

Please transfer or record disposition of the property as indicated below and remove same from the inventory records of the _____ department.

Description of Article	Property Tag Number	☆ Method of Disposition	Place of Disposition, Department transferred to, trade-in, etc.

☆ Method of Disposition - indicate by the use of the corresponding number below:

1. Trade-in on new purchase. Purchase order number _____ .
2. Transferred to another department.
3. Scrapped - to be disposed of as junk.
4. Held for dismantling and materials salvage.
5. Item reported as lost from the department.
6. Item destroyed - note circumstances above.
7. Surplus being held at _____ location pending sale at auction.

Condition of Equipment - Check One

_____GOOD - Serviceable, no repairs needed.
_____FA I R - Not serviceable, minor repair needed to be put back into service.
_____POOR - Not serviceable, extensive damage, can not be repaired.

Signed _____ Date _____
Department Head
DISPOSING OF PROPERTY

PER RECEIVING DEPARTMENT (TRANSFERS ONLY)

I certify that the above equipment has been transferred to the _____ department.

Signed _____ Date _____
Department Head
RECEIVING PROPERTY

(PLEASE SEND COMPLETED FORM TO AUDITORS OFFICE, ROOM 3600)