

**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, traded-in, etc.

* Method of Disposition – indicate by corresponding number below:

1. Trade-in on new purchase. Purchase order number/County agreement number
2. Transferred to another department – Receiving department needs to fill in bottom section.
3. Transferred to another Agency. County agreement number
4. Scrapped – to be disposed of as junk.
5. Held for dismantling and materials salvage.
6. Item reported as lost from the department.
7. Item destroyed – note circumstances above.
8. Surplus being held at IT PW location pending sale at auction.

Condition of Equipment – check one

GOOD – Serviceable, no repairs needed.

FAIR – Not serviceable, minor repair needed to be put back into service.

POOR – Not serviceable, extensive damage, cannot repair or junk.

Signed

Date

Department Head disposing of property

PER RECEIVING DEPARTMENT (TRANSFERS ONLY)

I certify that the above equipment has been transferred to _____ department in the Fixed Asset system. Assign to Fund/Dept number _____

Date

Department Head receiving property

Send completed form to: WorkOrder@UtahCounty.gov and Purchasing@utahcounty.gov