

# PROPERTY DISPOSITION FORM

CHEROKEE COUNTY BOARD OF COMMISSIONERS | FINANCE DEPARTMENT

BOC Approval Date and Agenda Item No. (if required\*): \_\_\_\_\_

<b>Action Requested:</b> <input type="checkbox"/> TRANSFER TO ANOTHER COUNTY DEPT <input type="checkbox"/> TRANSFER TO AN OUTSIDE AGENCY <input type="checkbox"/> SURPLUS/DESTRUCTION
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Line	Qty	Description	Serial #   VIN #   Model #   Etc.	Condition Good   Fair   Obsolete	Fixed Asset # (if applicable)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

<b>Conveying County Department:</b>  <div style="text-align: right; margin-right: 50px;">           Name/Title (printed): _____            Department: _____            Signature: _____ Date: _____         </div>
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<b>Receiving County Department</b> (if applicable):  <div style="text-align: right; margin-right: 50px;">           Name/Title (printed): _____            Department: _____            Signature: _____ Date: _____         </div>
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<b>Asset Verification by Finance Department:</b>  <div style="text-align: right; margin-right: 50px;">           Name/Title (printed): _____            Signature: _____ Date: _____         </div>
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**\*INSTRUCTIONS:**

- This form must be completed whenever disposing of or transferring County property.
- Please coordinate with Cynthia Pierce in Risk Management or Kelly Poole in Finance for disposition of County property and how/when to use this form.
- To dispose of County property, whether via transfer/donation to an outside agency or surplus, BOC permission is required.
- To transfer an asset/item between County Departments, BOC permission is not required. Internal transfers require this form and approval from Finance only.
- To dispose of a computer, please also coordinate with IT on additional requirements.