

Brookings County Finance Office

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Commissioners-

The States Attorney's Office would like to surplus 16-4 drawer file cabinets and 2- 3 drawer file cabinets. The Sheriff's Department showed interest in all of them. This action would be to transfer 16-4 drawer and 2-3 drawer file cabinets from the State's Attorney's Office to the Sheriff's Department.

Thank you,

A handwritten signature in black ink that reads "Jenna Byrd". The signature is written in a cursive style with a large, looping initial "J".

Jenna Byrd
Finance Assistant II
Brookings County

Brookings County
Capital Asset Form
TRANSFERS, SURPLUS & DISPOSALS

Complete this form for all capital asset Transfers, Disposals, or items declared surplus – sold, donated, salvaged, destroyed, trade-in, lost/stolen

Capital Assets include land, buildings, building improvements, machinery, equipment, computer software/hardware, and infrastructure with a useful life greater than one year and original cost greater than \$500.

Transfer Surplus Disposal

Asset # & Description: 16-4 drawer file Cabinets ; 2-3 drawer file Cabinets

Serial/VIN Number: —

Model or Product: —

To Dispose an Asset:

Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

Transfer from States

For Surplus: YES NO

Disposal Date:

Attorney's office to

Sheriff's Dept.

To Transfer between Departments:

Transfer From:

Transfer To:

Department:

Department:

Location:

Location:

Date:

Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments: