

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

Department:

Commission

Date:

03/20/20

Asset Number
& Description:

2015 Chevrolet Traverse
Asset #14-067

Model or Product:

Chevrolet Traverse

Serial/VIN Number:

1GNKVFED2FJ224566

To Dispose an Asset:

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

For Surplus:

YES NO

Disposal Date:

To Transfer between Departments:

Transfer From:

Department:

Commission

Transfer To:

Department:

Sheriff/Jail

Location:

Highway

Location:

Sheriff's Department

Date:

03/20/20

Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments: