

Highway Dept.

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:

ASSET # 00592

Serial/VIN Number:

2FZNRJCB9YAB56705

Model or Product:

2000 Sterling Truck

To Dispose an Asset:

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

Sold

For Surplus:



YES



NO

Disposal Date:

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: