

Brookings County
Capital Asset Form
TRANSFERS, SURPLUS & DISPOSALS

FROM Weed Dept.

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: 100 gallon tank w/trailer

Serial/VIN Number:

Model or Product:

To Dispose an Asset: DISPOSAL
Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

For Surplus: YES NO Disposal Date:

To Transfer between Departments:

Transfer From:	Transfer To:
Department: <input type="text"/>	Department: <input type="text"/>
Location: <input type="text"/>	Location: <input type="text"/>
Date: <input type="text"/>	

Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments:

