

PRINT LEGIBLY

- 1- WHITE COPY ACCOUNTING
- 2- BLUE COPY SURPLUS PROPERTY
- 3- GREEN COPY ACCOUNTING
- 4- YELLOW COPY FINAL DISPOSITION
- 5- PINK COPY DECLARERS COPY (DO NOT DETACH)

4954

CITY OF JACKSONVILLE, FLORIDA
 TRANSFER OR DISPOSAL OF PERSONAL PROPERTY
 OR SURPLUS MATERIAL

PRESS HARD - MAKING 5 COPIES

TRANSFER NO. 267330

DATE 6-28-23

M.S
6.28.23

PART 1

TO BE COMPLETED BY PROPERTY OFFICER

MULTIPLE ITEMS MAY BE SUBMITTED ON ONE FORM WITH AN ATTACHMENT FOUND ON THE
 EMPLOYEE PORTAL Accounting : Shared Documents>Attachment for Asset's Transfer, Surplus, Disposal.xlsx

PROPERTY NUMBER 4954-2020124954 SERIAL NO. IGCIKVC3CF142817

PROPERTY TAG ATTACHED: YES NO PROPERTY DESCRIPTION 12 Chev. Crew Cab PK

ORIGINAL COST 29,131.00 CONDITION: DESCRIBE BRIEFLY; ALSO MENTION APPR. COST OF REPAIR, IF APPLICABLE)

POOR Mi. 124242

CONTACT S.W. ROSS TELEPHONE 904-255-7475

FROM Fleet Maint. 41912 DIVISION FULL INDEX CODE SIGNATURE OF PROPERTY OFFICER Stephen W Ross PRINT NAME

DATE AFFM 511AD SIGNATURE OF ACCOUNTABLE OFFICER [Signature] PRINT NAME

TRF'D TO _____ DIVISION FULL INDEX CODE

DATE _____

SIGNATURE OF ACCOUNTABLE OFFICER PRINT NAME

SIGNATURE OF PROPERTY OFFICER PRINT NAME

NEW EXACT LOCATION: _____ SIGNATURE OF ACCOUNTABLE OFFICER PRINT NAME

NOTE: PROVIDE THIS TRANSFER FORM TO ACCOUNTING WITHIN 10 DAYS OF RECEIPT OF THE PROPERTY BY THE RECEIVING AGENCY.

- DECLARED SURPLUS - I UNDERSTAND THAT PROPERTY BEING DECLARED SURPLUS MAY REQUIRE UP TO 30 DAYS BEFORE BEING RELIEVED OF ACCOUNTABILITY
- STOLEN - POLICE REPORT ATTACHED THIS PROPERTY WAS ACQUIRED FROM: CHECK ONE:
 - CITY (LOCAL) FUNDS.
 - FEDERAL (OR SPECIAL) GRANT FUNDS (SEE EXECUTIVE ORDER NO. 38).

PART II

TO BE COMPLETED BY PROCUREMENT DIVISION

- HOLDING FOR FUTURE SALE AS WHOLE HOLDING FOR FUTURE SALE AS SCRAP AUTHORIZE DECLARER TO CANNIBALIZE
- AUTHORIZE DECLARER TO DISCARD VIA CITY WASTE COLLECTION OR CITY LANDFILL SITE
- OTHER _____

SIGNATURE OF SURPLUS PROPERTY OFFICER [Signature] DATE 7-5-23

SOLD - AUCT. NO. DATE _____ PROCEEDS _____

TRADED - REQ. NO. DATE _____ TRADED IN VALUE _____

SIGNATURE OF SURPLUS PROPERTY OFFICER _____ DATE _____

1. ALL COPIES OF THE TRANSFER OR DECLARATION OF SURPLUS PROPERTY FORM MUST ACCOMPANY THE TANGIBLE PROPERTY WHEN IT IS DELIVERED BY THE DECLARER TO EITHER 2581 COMMONWEALTH AVENUE FOR VEHICLES AND OTHER MOTOR POOL ITEMS, OR 1096 NORTH McDUFF AVENUE FOR ALL OTHER ITEMS OF SUPLUS.
2. ALL TRANSFERS (EXCEPT FROM THE CITY SURPLUS YARD) ARE SUBJECT TO PRIOR APPROVAL BY THE PROCUREMENT DIVISION. ONE COPY WILL BE SENT TO EACH PROPERTY OFFICER SIGNING THE TRANSFER.

PART III

TO BE COMPLETED BY ACCOUNTING DIVISION

FROM INDEXCODE: _____ TO INDEXCODE: _____

| | | | |
|---------|---------|---------|---------|
| # _____ | # _____ | # _____ | # _____ |
| # _____ | # _____ | # _____ | # _____ |
| # _____ | # _____ | # _____ | # _____ |
| # _____ | # _____ | # _____ | # _____ |