

PRINT LEGIBLY

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

PRESS HARD - MAKING 5 COPIES

TRANSFER NO. 266452

DATE 5/4/2021

- 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)

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 N/A SERIAL NO. N/A

PROPERTY TAG ATTACHED: YES NO PROPERTY DESCRIPTION Atlantic Coastline Executive #1504

ORIGINAL COST CONDITION: DESCRIBE BRIEFLY; ALSO MENTION APPR. COST OF REPAIR, IF APPLICABLE)
Booked + value \$150,000.00

CONTACT Stephanie Purcell TELEPHONE 904-253-5034

FROM Division Full Index Code Signature of Property Officer Print Name

DATE 5/4/2021 Signature of Accountable Officer Print Name

TRF'D TO Division Full Index Code Signature of Property Officer Print Name

DATE Signature of Accountable 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 ORDINANCE 2021 Signature of Surplus Property Officer DATE 5.4.21

SOLD - AUCT. NO. DATE PROCEEDS
TRADED - REQ. NO. DATE TRADED IN VALUE

SIGNATURE OF SURPLUS PROPERTY OFFICER DATE

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.
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

Table with 4 columns: FROM INDEXCODE, ASSET NUMBER, COST, ACC. DEPRECIATION, TO INDEXCODE, BOOK VALUE