

PRINT LEGIBLY

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

PRESS HARD - MAKING 5 COPIES

TRANSFER NO. 266026

DATE 1/14/22

- 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 0046-10 SERIAL NO. 1T19L9D483566

PROPERTY TAG ATTACHED: YES NO PROPERTY DESCRIPTION 1979 Chevrolet Malibu

ORIGINAL COST \$15,000.00 CONDITION: DESCRIBE BRIEFLY; ALSO MENTION APPR. COST OF REPAIR, IF APPLICABLE)
Based on the acquisition cost \$5,793.00 plus the modification cost; this vehicle's value is
estimated to be \$15,000.00

CONTACT David Hylazewski TELEPHONE (904) 255-7470

FROM Fleet Management AFFM511AD
DIVISION FULL INDEX CODE

David Hylazewski
SIGNATURE OF PROPERTY OFFICER PRINT NAME

DATE _____

[Signature]
SIGNATURE OF ACCOUNTABLE OFFICER PRINT NAME

TRF'D TO _____
DIVISION FULL INDEX CODE

SIGNATURE OF PROPERTY OFFICER PRINT NAME

DATE _____

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
 - CITY (LOCAL) FUNDS.
 - FEDERAL (OR SPECIAL) GRANT FUNDS (SEE EXECUTIVE ORDER NO. 38).
- THIS PROPERTY WAS ACQUIRED FROM: CHECK ONE:

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 DONATION
SIGNATURE OF SURPLUS PROPERTY OFFICER [Signature] DATE 1-14-22

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 SUPPLUS.
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: _____

# _____	_____	_____	_____
# _____	_____	_____	_____
# _____	_____	_____	_____
# _____	_____	_____	_____
ASSET NUMBER	COST	ACC. DEPRECIATION	BOOK VALUE

TOTAL NUMBER OF ASSETS

DATE INVENTORY UPDATED

PROCESSING PERSON (INITIALS)