

Douglas County Fixed Asset Status Form—Disposal of Asset

1. Complete the top section of this form and email to the Purchasing Agent, with a copy to your Elected Official/Department Head.
2. In order to dispose of an asset by any means, a resolution approving such disposal is required from the Douglas County Board of Commissioners. The Purchasing Agent will submit such resolution, and complete the appropriate section below (pink).
3. The Purchasing Agent will email the completed form to the Clerk/Comptroller's office, with a copy to the Elected Official/Department Head for processing in the Oracle Fixed Assets application.

Note: The Purchasing Agent may request the Clerk/Comptroller's office to transfer an item to surplus.

To be completed by the Office/Department requesting disposal of an asset:

Date: _____ Description of item: _____
Serial #: _____ Make: _____ Model: _____
Tag number of item: _____ Asset #: _____
Oracle Org #: _____ Dept: _____
Name of individual authorizing disposal: _____

To be completed by the Purchasing Department when an item is retired:

(Assets may only be retired by the Purchasing Department—for surplus, sale or salvage.)

Disposition method: _____ BOC resolution #: _____ Date: _____
Donated to: _____
Trade in purchase order #: _____ Price: \$ _____
Sold to: _____ Price: \$ _____
Sheriff/Police Report #: _____ Report Date: _____

To be completed by the Clerk/Comptroller's office:

Date received from Purchasing Agent: _____
Date disposal entered into the Oracle Fixed Assets system: _____
Name of individual entering into the Oracle Fixed Assets system: _____