



OCONEE COUNTY, SC VEHICLES and EQUIPMENT CAPITAL ASSET DISPOSAL FORM

Please enter
Asset Tag #

Submitting accurate and timely forms is crucial to providing Council, the Administrator, management, and others with the accurate financial reports.
PLEASE PROCESS PROMPTLY!

Complete all sections below and submit to the Finance Department for all **VEHICLES and EQUIPMENT** disposals. This form is **not** to be used for Vehicles and Equipment that the County obtained from a drug seizure and was originally planning to sell.

Dept. Name/#: _____ Disposal Date: _____

Description: _____

Year: _____ Manufacturer: _____ Model: _____

Serial #: _____ Original Acquisition Cost: _____

Reason for Disposal:	Sell	Damaged beyond repair (Insurance claim filed with Risk Mgmt.?)
	Obsolete	Stolen (Police report filed? Report must be attached to this form.)
	Lost	Donation (Provide name of receiving agency below and attach authorization documentation.)
	Trade-in (Procurement authorized?)	_____

Condition: _____

Current Location/Building: _____

Authorized Signature

Date

IMPORTANT!!

No County employee shall dispose of any County Vehicles and Equipment without authorization from Procurement or an insurance claim filed with Risk Management. Any employee disposing of property without such authorization may be held personally liable and/or subject to disciplinary action. For electronic equipment containing County data, the Information Technology (IT) Department must completely erase or render unreadable any data before disposal.

Information Technology Use ONLY

IF APPLICABLE, HAS ALL COUNTY DATA BEEN COMPLETELY ERASED?

YES	NO	IT Department Signature	Date
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IT Comments: _____

Procurement Use ONLY

Procurement Authorized Disposition of Property:

Sell on GovDeals	Dispose of item in trash	Parts Salvage	Trade-in
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When authorization is complete, please send a copy back to the department and forward the original to Finance.

Procurement Signature _____ Date _____

Finance Use ONLY

Entered in CSI by: _____ Date: _____

Disposing Department an Enterprise Fund? YES (Must prepare a JE to post to the GLI) NO

Asset fully depreciated? YES NO

Amount of Accumulated Depreciation after current fiscal year's posting of depreciation: _____

Finance Notes: _____