

**REFUGIO COUNTY ASSET ACQUISITION/DELETION/TRANSFER FORM**

TODAY'S DATE: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

- PURCHASED**
- TRADED**
- RETIRED- STILL WORKING (SURPLUS)**
- RETIRED- NO LONGER WORKING (SALVAGE)**
- OTHER: PLEASE PROVIDE NOTATION**

\_\_\_\_\_  
\_\_\_\_\_

ACTIVITY DATE: \_\_\_\_\_

PURCHASED FROM (VENDOR): \_\_\_\_\_

TRANSACTION AMOUNT: \_\_\_\_\_

**ASSET DESCRIPTION:** (FILL IN ANY INFORMATION THAT APPLIES)

**OFFICE EQUIPMENT & FURNITURE INFORMATION**

ITEM: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

**VEHICLE/EQUIPMENT INFORMATION**

VEHICLE ID NUMBER (VIN): \_\_\_\_\_

YEAR: VEHICLE MAKE/MODEL: \_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

**TRANSFER OF ASSETS BETWEEN COUNTY DEPARTMENTS:**

TRANSFERRED FROM DEPARTMENT: \_\_\_\_\_

TRANSFERRED TO DEPARTMENT: \_\_\_\_\_

DATE OF TRANSFER: \_\_\_\_\_

*PLEASE ATTACH ANY DOCUMENTS/ INVOICE COPIES THAT WOULD APPLY TO ANY ASSET AND RETURN TO AUDITOR'S OFFICE.*