

# Laramie County Government

## Fixed Asset Inventory Control System

### ASSET DELETION FORM

Tag Number: \_\_\_\_\_ Asset Number: \_\_\_\_\_

Asset Description: Decomp cooler

Asset Manufacturer: Unknown

Asset Model Number: # 3C-3.0X-8.0

Serial Number: #56522

Asset Type: Cooler Assigned Location: Coroners office

Deletion Code: scrapped Deletion Date: 30 days from Approval

Asset Value \$ NO value

Explain/To Whom: No longer works and can't be fixed. (Scrapped)

Voucher Number: - Vendor Number: -

Acquisition Date: / / Acquisition Check Number: \_\_\_\_\_

Dept. Head Signature: Rebecca [Signature] Date: 02/05/2020

Commissioner's Signature: \_\_\_\_\_ Date: / /

### ACCOUNTING DEPARTMENT USE ONLY

Entered By: \_\_\_\_\_ Date: / /

Action: \_\_\_\_\_