

# Laramie County Government

## Fixed Asset Inventory Control System

### ASSET DELETION FORM

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

Asset Description: 5 Kodak Microfilm Machines

Asset Manufacturer: Kodak

Asset Model Number: 4315-3305/4548-6980/4545-1498/4184-5914/4184-5913

Serial Number: 35018688/35018747/35018594/35018681/35018684

Asset Type: \_\_\_\_\_ Assigned Location: RealEstate

Deletion Code: \_\_\_\_\_ Deletion Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Sold/Traded to Whom: Crane Imaging

Asset Value: \$1,000.00 each

Voucher Number: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

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

Dept. Head Signature: Debra K. Vee Date: 2/3/2021

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

### ACCOUNTING DEPARTMENT USE ONLY

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

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

Print Form