

# Laramie County Government

## Fixed Asset Inventory Control System

### ASSET TRANSFER FORM

Tag Number: 91807 Asset Number: \_\_\_\_\_

Asset Description: 2011 Ford Expedition #72

Asset Manufacturer: Ford

Serial Number: 1FMJU1G53BEF28021

#### TRANSFERRING DEPARTMENT USE

Transferring Dept: Sheriff Previous Location: \_\_\_\_\_

Dept/Div/Act:      /      /      Date of Transfer: TBD

Dept Head Signature: 

#### RECEIVING DEPARTMENT USE

Receiving Dept: \_\_\_\_\_ Location Code: \_\_\_\_\_

Dept/Div/Act:      /      /      Date Received: \_\_\_\_\_

Dept. Head Signature: \_\_\_\_\_

#### ACCOUNTING DEPARTMENT USE ONLY

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

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

Print Form

# Laramie County Government

## Fixed Asset Inventory Control System

### ASSET DELETION FORM

Tag Number: 91207 Asset Number: \_\_\_\_\_

Asset Description: 2007 Saturn Relay

Asset Manufacturer: Saturn

Asset Model Number: Relay

Serial Number: 5G2DV03137D109108

Asset Type: VEH-VEHICLE Assigned Location: \_\_\_\_\_

Deletion Code: TR-TRADE-IN Deletion Date: 10 / 2 / 2018

Sold/Traded to Whom: Sparadley Ford

Asset Value: Unk.

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

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

Dept. Head Signature:  Date: 9/25/18

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

### ACCOUNTING DEPARTMENT USE ONLY

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

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

Print Form

# Laramie County Government

## Fixed Asset Inventory Control System

### ASSET DELETION FORM

Tag Number: 92840 Asset Number: \_\_\_\_\_

Asset Description: 2013 Ford Explorer #5

Asset Manufacturer: Ford

Asset Model Number: Explorer

Serial Number: 1FM5K8AR8DGA26575

Asset Type: VEH-VEHICLE Assigned Location: \_\_\_\_\_

Deletion Code: TR-TRADE-IN Deletion Date: 10 / 2 / 2018

Sold/Traded to Whom: Spradley Ford

Asset Value: Unk.

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

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

Dept. Head Signature:  Date: 9/25/18

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

### ACCOUNTING DEPARTMENT USE ONLY

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

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

Print Form