



# Laramie County Government

## Fixed Asset Inventory Control System

### ASSET DELETION FORM

Tag Number: 88364 Asset Number: \_\_\_\_\_

Asset Description: Micro Film Reader

Asset Manufacturer: Camera-Minolta Reader Printer

Asset Model Number: 603Z

Serial Number: \_\_\_\_\_

Asset Type: \_\_\_\_\_ Assigned Location: IT Dept. to Destroy

Deletion Code: \_\_\_\_\_ Deletion Date: 10 / 1 / 2018

Sold/Traded to Whom: \_\_\_\_\_

Asset Value: \_\_\_\_\_

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

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

Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

### ACCOUNTING DEPARTMENT USE ONLY

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

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

Print Form

Disposed  
**Laramie County Government**

Fixed Asset Inventory Control System



**ASSET DELETION FORM**

Tag Number: 91581 Asset Number: \_\_\_\_\_

Asset Description: Sharp Copier

Asset Manufacturer: Sharp

Asset Model Number: MXM 550N

Serial Number: 7500281X

Asset Type: \_\_\_\_\_ Assigned Location: IT Dept to Destroy

Deletion Code: \_\_\_\_\_ Deletion Date: 10 / 1 / 2018

Sold/Traded to Whom: \_\_\_\_\_

Asset Value: \_\_\_\_\_

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

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

Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

**ACCOUNTING DEPARTMENT USE ONLY**

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

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

Print Form