

# Fairfield County Fixed Asset Disposal Form

Use this form when a fixed asset from your department has been removed from the County's possession or disposed of in any manner. Your cooperation will enable the County to maintain an accurate fixed asset inventory.

Please send the original signed copy of this form to the Finance Department in the County Auditor's Office.

## SECTION 1

Asset/Tag number: \_\_\_\_\_

Mfg. serial number: \_\_\_\_\_

Description: \_\_\_\_\_

Department: \_\_\_\_\_

Date the asset was  
removed from the  
County's possession: \_\_\_\_\_

## SECTION 2

Reason for asset disposal—please check one:

- \_\_\_\_\_ Preparation for public auction
- \_\_\_\_\_ Functional obsolescence
- \_\_\_\_\_ Trade-in or exchange
- \_\_\_\_\_ Asset is damaged beyond repair
- \_\_\_\_\_ Sold as scrap, not at a public sale
- \_\_\_\_\_ Used for parts
- \_\_\_\_\_ Other. Please explain: \_\_\_\_\_  
\_\_\_\_\_

## SECTION 3

Method of asset disposal—please check one:

- \_\_\_\_\_ Hand carried by \_\_\_\_\_
- \_\_\_\_\_ Carrier company \_\_\_\_\_
- \_\_\_\_\_ Shipping receipt number \_\_\_\_\_
- \_\_\_\_\_ Disposed of on premises \_\_\_\_\_
- \_\_\_\_\_ Other. Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION 4

List the amount of proceeds from the sale of the disposed asset, if any: \$ \_\_\_\_\_

Please attach a copy of the documentation received from the buyer.

If the asset item was traded, provide the following information for the asset **being acquired**:

Asset/Tag number: \_\_\_\_\_

Serial number: \_\_\_\_\_

Description of asset: \_\_\_\_\_

Signature of department head  
or designated representative: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_