

Fairfield County Capital 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 capital 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:** _____