

# Auditor-Controller-Treasurer-Tax Collector

## Fixed Asset Adjustments Form

### (Transfers/Retirements/Disposals)

This form is to be utilized for the disposal of fixed assets, transfer of fixed assets between departments, or request new Tag Decal.

Contact/Custodian Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Asset's Business Unit \_\_\_\_\_ Fund ID \_\_\_\_\_ Department ID \_\_\_\_\_

Asset EFS ID # \_\_\_\_\_ Asset Tag # Assigned \_\_\_\_\_

Asset Title/ Description \_\_\_\_\_

VIN or Serial number \_\_\_\_\_

Grant Funded  Yes  No (if yes,  Federal  State  Other)

If Grant funded define disposition requirements \_\_\_\_\_

➤ Current Custodian/Certifying Department \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature

**Dispose:** Date of Event \_\_\_\_\_ Include Documentation

Sell or Auction (please include Auction report)

Sale Price or Proceeds Received (\$) \_\_\_\_\_ Deposit Doc #(EFS# if know) \_\_\_\_\_

Fund # \_\_\_\_\_ Department ID \_\_\_\_\_ receiving proceeds.

Surpluses to GS or ISD  Scrapped

Traded-in (EFS Voucher#) \_\_\_\_\_

Stolen (If stolen include copy of Police Report or explanation)

Donated to \_\_\_\_\_

➤ Surplus Accepted (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature

**Transfer of Asset:**

Current Custodian/Certifying Department \_\_\_\_\_

New Custodian/Certifying Department \_\_\_\_\_

New Business Unit \_\_\_\_\_ Fund ID \_\_\_\_\_ Department ID \_\_\_\_\_

New Location of Asset \_\_\_\_\_ Date of Transfer \_\_\_\_\_

➤ New Custodian/Certifying Department \_\_\_\_\_ Date \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Furnish New Decal to Replace Lost Decal**

Should you have any questions or concerns regarding how to fill out this form please contact:

Eric Ritz at [Eric.Ritz@Sonoma-county.org](mailto:Eric.Ritz@Sonoma-county.org) or 565-3280

Joseph Cochrane at [Joseph.Cochrane@Sonoma-county.org](mailto:Joseph.Cochrane@Sonoma-county.org) or 565-3283

Marcus Desideri at [Marcus.Desideri@Sonoma-county.org](mailto:Marcus.Desideri@Sonoma-county.org) or 565-3653 for all SCWA assets

Revised 3/2019