

SANTA CRUZ COUNTY ASSET TRANSFER / ACCOUNTABILITY RELEASE

All transfers of County property and/or relief of responsibility must be approved by the County Purchasing Agent. All copies of this form should be forwarded to him for approval and subsequent distribution. Interdepartmental transfers should be sent to the receiving custodian for required signature, then forwarded to the Auditor's Office.

INTER-DEPARTMENT TRANSFERS (includes transfers of surplus to warehouse) & DELETIONS

COMPLETE ONLY FOR TRANSFERS

Action Code D or T	Asset Number (enter all 10 digits)	Brief Description (list manufacturer if known)	Condition or Delete Code	From dept index: (FAMIS INDEX #)	From dept: * Location	From dept: * Sublocation		To dept index: (FAMIS INDEX#)	To dept: *Location	To dept: *Sublocation
1	<i>T</i>	<i>0000012345</i>	<i>Sample - MITA Fax Machine</i>	<i>3</i>	<i>121000</i>	<i>12</i>	<i>N/A</i>	<i>133465</i>	<i>13</i>	<i>3400</i>
2										
3										
4										
5										
6										
7										
8										
9										
10										

DELETION CODES: 1-Missing/Lost 2-Stolen 3-Worn out/Abandoned 4-Correction 5-Traded or Sold

CONDITION CODES: Good/Poor/Unusable

*see FAACS listing

SIGNATURES: *The signatures below acknowledge approve the release acceptance of asset accountability*

Transferring Custodian	Date	Receiving Custodian	Date
Purchasing Agent	Date	PURCHASING ACTION: APPROVED ___ DISAPPROVED ___	
<i>Explanation for disapproval:</i>			

DISTRIBUTION: Transfers- Original: Auditor-Controller; Copy 1: Purchasing; Copy 2: Originating Dept.; Copy 3: Receiving Dept.

Deletions- Original: Auditor-Controller; Copy 1&2: Purchasing; Copy 3: Originating Dept.

AUD43- REVISED 1/98