

**LEVY COUNTY REPORT OF SURVEY  
ADDITION / DELETION**

ASSET # \_\_\_\_\_

Accountable Officer \_\_\_\_\_ Dept. Contact \_\_\_\_\_

Dept. CODE \_\_\_\_\_ Dept. \_\_\_\_\_ Phone # \_\_\_\_\_

**AD1**

EQUIPMENT ADDITION

Any new purchases must have a copy of the invoice or bill & purchase order and BOARD APPROVED items, submit a copy of the Board Minutes that apply.

Purchased from \_\_\_\_\_ Date \_\_\_\_\_

Name of Item \_\_\_\_\_ Make \_\_\_\_\_

Serial # \_\_\_\_\_ Model # \_\_\_\_\_

Price \_\_\_\_\_ Freight Cost \_\_\_\_\_

Ck # \_\_\_\_\_ Invoice # \_\_\_\_\_ P.O. # \_\_\_\_\_

FOR ACCOUNTING PURPOSES ONLY
DEPR. _____
NO DEPR. _____
ASSET TYPE _____

**DL1**

EQUIPMENT DELETION

The above accountable officer requests relief from accountability for the property described below.

Does the equipment need to be picked up by Maintenance Personnel? Yes  No

Has software/data on all electronic devices/media below been properly destroyed / wiped? Yes  No

Signature of County's Inventory Technician \_\_\_\_\_

Asset #	Expensed	DESCRIPTION	DATE ACQUIRED	ITEM COST	ACCOUNTING PURPOSES ONLY DISPOSITION

Reason for request: ("X" ONE REASON ONLY)

*If stolen - use Report of Survey - Lost/Stolen*

**Destroyed** – Advise Details by attachment:

- Damaged  Worn-out  Obsolete  Operative But Unneeded  Returned to vendor - *Attach Credit Memo*
- Dept. requests cannibalization authorization – Dept. Head Approval if required signature \_\_\_\_\_
- Trade in – Purchase Order Number of New Purchased Item Required P.O. # \_\_\_\_\_
- Casualty Loss (Hurricane, Fire, etc.)  Improperly Disposed of  Scrapped  Abandonment  ITEM GOING TO AUCTION
- Other Disposition (Specify) \_\_\_\_\_

I hereby certify that the above is a true and complete statement of reasons for the above request.

Accountable Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR COUNTY MAINTENANCE SERVICES ONLY – DO NOT WRITE IN THIS SPACE
TRANSFERRED TO STORAGE / WAREHOUSE UNIT # _____
Receiving Accountable Officer _____ Date _____