

**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 _____

The Asset Forms were created for department and department heads to get a better accountability of the County Assets.

Addition/Deletion form or AD1.

1. **Asset #** will be assigned to item when received by Asset Clerk.
2. **Accountable Officer**, is the Department Head.
3. **Dept. Contact** is the person in that dept. most likely handling inventory.
4. **Dept. ID#** Your department number, if you don't know it just ask asset clerk.
5. **Your Department name**
6. **Phone #**
7. **Equipment Addition** is any new Asset Item that is \$1000.00 and up.
8. **In House Inventory** - Items that are \$300.00 to \$999.99 also require an **AD1** for expense record only and should be added to In House Inventory.
9. ***Note that new purchases must have copy of signed invoice or bill plus a copy of the purchase order turned in with this form if Board Approved Purchase, attach copy of BOCC minutes.***
10. **Purchased from & date:** is the company that the item was purchased from and the date of purchase.
11. **Name of item, the make.**
12. **Must** have **serial number**, the model number.
13. **Price** *excluding tax.*
14. **Freight Cost.**
15. **Check #** will be filled in by Asset Clerk
16. **Invoice #**
17. **P.O. #** is the BOCC's P.O. Number.

Equipment Deletion or DL1

1. Does equipment need to be picked up, check one.
2. Has software/data been **destroyed/wiped**? Check one.
3. **IT Personnel** must sign if #3 if yes.
4. **Asset #:** All assets should have an Asset Bar Code and number on it.
5. **Expensed:** Assets \$300.00 to \$999.00.
6. **Describe** the asset.
7. **Date acquired**, this information will be on your initial purchased forms.
8. **Item Cost**, this information should also be on your initial purchased forms.
9. **Accounting Purposes** - For Asset Clerk Only
10. **Destroyed** – Give Details by Attachment; If used for parts, state where asset is stored.
11. **Select One:** Damaged, Worn out, Obsolete, Operative but unneeded. Returned to vendor - Attach Credit Memo
12. Department **requests cannibalization** authorization- Dept. Head signature is required – IT Tech signature required
13. **Trade In** - *Purchase Order Number of New Purchased Item Required.*
14. **Casualty Loss** i.e. Hurricane, Fire, Traffic Accident etc. **Specify brief note of incident and if it was an accident, or stolen, attach a Police report.**
15. **Other Disposition** Use for Casualty loss notation.
16. **Accountable Officer** must sign and date.
17. **County Maintenance only** will fill out this area.
18. Asset will be sent to storage unit. State which unit.
19. Person taking item to storage and date.
20. Regarding this form - Department will retain signed copy – Forward signed Original to Levy County's Inventory Department Asset Mgr

TRANS1

LEVY COUNTY
REPORT OF TRANSFER OF PROPERTY
To be used in all cases of transfer between Accountable Officers

The following items of tangible personal property have been transferred as indicated:

TRANSFERRING OFFICE		RECEIVING OFFICE	
Department Name		Department Name	
Department Code		Department Code	
Contact Name		Contact Name	

ASSET NUMBER	DESCRIPTION	DATE OF TRANSFER

Please contact IT Personnel for time and place of procedure for the cannibalization of computers.

The transferring department has securely removed ALL sensitive data from all electronic devices and media:

_____ Yes No
Signature of IT Personnel

TRANSFERRING OFFICE:

RECEIVING OFFICE:

Signature of Accountable Officer

Signature of Accountable Office

Typed Name and Title

Typed Name and Title

Date

Date

Transferring office retain a signed copy, send signed original to ***Receiving Office***. – ***Receiving Office*** will keep signed copy and send original :

Levy County Clerks Office
Finance Dept./Asset Mgr.

NOTE: This TRANSFER FORM needs to accompany the equipment being transferred.

Report of Transfer of Property or TRANS1

1. *This form will be used in all cases of transfer to Accountable Officers within the County Realm.*
2. The Transferring Office will fill out the Transferring Office Name, Dept. Code and Contact Name.
3. The Receiving Office will fill out the Dept. Name, Dept. Code and Contact Name.
4. The Transferring Office will fill out the Asset Number, Description and Date of Transfer
5. If the item is a computer, please contact the IT Personnel for time and place for procedure of cannibalization of computers.
6. The IT Personnel must then check and sign the next item on list if applicable.
7. The Transferring Office must sign, print name and title, and date it.
8. The Transferring Office will retain a SIGNED COPY, and then send SIGNED ORIGINAL to Receiving Office.
9. The Receiving Office will keep a SIGNED COPY and send ORIGINAL to: Levy County Clerks Office, Finance Dept./Asset Mgr.
10. As a reminder, this Transfer Form needs to accompany the equipment that is transferred.

LOAN

LEVY COUNTY

REPORT OF LOAN OF PROPERTY TO ANOTHER DEPT OR INTITY

To be used in all cases of loan between Accountable Officers OUTSIDE the County Realm

* ANY LOANED PROPERTY VALUED \$5,000.00 AND UP MUST GO BEFORE THE BOARD FOR APPROVAL *

The following items of tangible personal property have been LOANED as indicated:

LOANING OFFICE		RECEIVING DEPT. or INTITY	
Department Name		Department Name	
Department Code			
Contact Name		Contact Name	
Phone Number		Phone Number	

ASSET NUMBER	DESCRIPTION	DATE OF LOAN
		Date Returned / Initial
WHEN RETURNING PROEPRTY PLEASE DATE AND INITIAL		

Proposed Amount of Time on Loan _____

NOTE: While on loan, the receiving office will be responsible for the item.

LOANING OFFICE:

RECEIVING DEPT. or INTITY:

Signature of Accountable Officer

Signature of Authorized Personnel

Typed Name and Title

Typed Name and Title

Date

Date

LOANING OFFICE: Have Receiving Dept. or Company sign and date. Each keep a copy and send COMPLETED ORIGINAL to Clerks Office Finance/Asset Mgr.

LOAN FORM Instructions

1. This form is for loan of county assets between Accountable Officers **OUTSIDE** county realm.
2. Note that loaned property valued \$5,000.00 and up must go before the board for approval.
3. Fill in Loaning officer and contact person, phone number.
4. Fill in Receiving Dept. or Entity name, contact person and phone number.
5. Since this form will be used again when asset is returned, please keep your copy on file. (Note the Date Returned/Initial box).
6. If you know an approximate time of loan, please note.
7. Accountable Loaning Officer must sign, print or type name and title and date.
8. Accountable Receiving Officer must sign, print or type name and title and date.
9. Both parties keep a "copy" and send the COMPLETED ORIGINAL to Clerks Office Finance/Asset Mgr.

While on loan, the receiving office will be responsible for the item.

Report loss or damage to Loaning office immediately.

August 2010

DONATE

LEVY COUNTY

REPORT OF DONATION OF PROPERTY TO ACCOUNTABLE OFFICER

To be used in all cases of & donations between Accountable Officers OUTSIDE the County Realm

The following items of tangible personal property have been DONATED as indicated:

TRANSFERRING OFFICE		RECEIVING OFFICE	
Dept. Name		Dept. or Company Name	
Dept. Code		Company Address	
Contact Name		Contact Name	

ASSET NUMBER	DESCRIPTION	DATE OF DONATION

Please contact IT Personnel for time and place of procedure for the cannibalization of computers.

The transferring department has securely removed ALL sensitive data from all electronic devices and media:

_____ Yes No

Signature of IT Personnel

DONATING OFFICE:

RECEIVING OFFICE:

Signature of Accountable Officer

Signature of Accountable Office

Typed Name and Title

Typed Name and Title

Date

Date

DONATING OFFICE: Have receiving Office or Company sign and date. Each keep a copy and send COMPLETED ORIGINAL to Clerks Office Finance/Asset Mgr.

DONATED FIXED ASSETS MUST GO BEFORE THE BOARD FOR APPROVAL – A LETTER OF RECEIPT FROM THE RECEIVING PARTY SHOULD BE TURNED IN WITH THIS FORM.

Report of Donation of Property

1. *This form will be used in all cases of DONATIONS to Accountable Officers outside the County Realm. (If in doubt, please contact Sandy ext 227 or Donna ext 231)*
2. The Donating Office will fill out the Donating Office Name, Dept. Code and Contact Name.
3. The Receiving Office will fill out the Dept. Name and Contact Name.
4. The Donating Officer will fill out the Asset Number, Description and Date of Transfer or Donation.
5. If the item is a computer, please contact the IT Personnel for time and place for procedure of cannibalization of computers.
6. The IT Personnel must then check and sign in the area provided if applicable.
7. The Donating Office must sign, print name and title, and date.
8. The Donating Office will retain a SIGNED COPY, then send SIGNED ORIGINAL to Receiving Office.
9. The Receiving Office will keep a SIGNED COPY and send ORIGINAL to : Levy County Clerks Office, Finance Dept./Asset Mgr.
10. A letter of receipt on letterhead must be obtained from the Accountable Receiving Agency.
11. As a reminder, this Donation Form needs to accompany the equipment that is transferred.

LEASE

**LEVY COUNTY
REPORT OF LEASE OF PROPERTY**

To be used in all cases of lease between Accountable Officers OUTSIDE the County Realm

*** ANY LEASED PROPERTY VALUED \$5,000.00 AND UP MUST GO BEFORE THE BOARD FOR APPROVAL ***

The following items of tangible personal property have been LEASED as indicated:

COUNTY DEPT.		LEASING DEPT. or INTITY	
Department Name		Department Name	
Department Code			
Contact Name		Contact Name	
Phone Number		Phone Number	

LEASE AMOUNT OR EQUIPMENT VALUE	DESCRIPTION	DATE OF LEASE
		Date lease ends

****This information can be added at end of lease****

Proposed Amount of Time on Lease _____

****THIS DOES NOT SERVE AS A CONTRACT, FOR TRACKING INFORMATION ONLY****

NOTE: While on lease, the receiving office will be responsible for the item.

COUNTY DEPARTMENT:(receiving office)

LEASING DEPT. or INTITY:

Signature of Authorized Personnel

Signature of Accountable Officer

Typed Name and Title

Typed Name and Title

Date

Date

COUNTY OFFICE: Have Leasing Dept. or Intity sign and date. Each keep a copy and send COMPLETED ORIGINAL to Clerks Office Asset Mgr.

LS1

**LEVY COUNTY
REPORT OF SURVEY – LOST/STOLEN**

Date _____

Accountable Officer _____ Dept. Contact _____

Dept. Code _____ Dept. _____ Phone # _____

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

Asset #	Description	Date Acquired	Item Cost	Acct. Purposes Only Disposition

Reason for request: ("X" ONE REASON ONLY) ISSUER MUST PROVIDE THE FOLLOWING INFORMATION:

STOLEN – issuer must attach a copy of Police Report or Case # _____

LOST

Person(s) accountable for property : _____

Action taken to locate property (Must be thorough description):

How was item secured, stored or accounted for:

(Lock and key, assigned to an individual, in a limited access area, periodic spot check, logged in and out, etc.)

Attach additional sheet(s) if needed.

Procedure that has been implemented to control property loss (Explain):

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

Accountable Officer Signature: _____ Date: _____

Department Head: _____

FOR SURVEY BOARD ONLY – DO NOT WRITE IN THIS SPACE

Approved per request Disapproved Other _____

Survey Board Approval _____ Date _____

Department retain SIGNED copy – Forward SIGNED ORIGINAL to Levy County Clerks Office, Finance Dept./Asset Mgr.

Report of Survey Loss/Stolen Form or LS1

This form is to report the loss or stolen status of Levy County Property

1. Date of form being filled out.
2. The Accountable Officer or Dept. Head
3. The Dept Contact
4. Dept Code. See attached.
5. Dept. name
6. Phone number
7. Asset #. Your office should have updated lists on Asset # and its description, date acquired and cost. We have attached new list of your current assets.
8. Stolen, a police report or case # should be noted.
9. Check if lost.
10. Person(s) accountable for property.
11. Action taken to locate property and please be thorough with description.
12. How was the item secured, stored or accounted for: Please explain
13. Procedure that has been implemented to control loss. (Explain)
14. Accountable Officer must sign date.
15. Dept. Head must sign.
16. Next section will go before survey board for consideration of information.
17. Department will retain a signed copy – forward signed original to Levy County Clerks Office
Finance Dept./Asset Mgr.