Approved:

Administrative Office

_____

Date:

_____

COUNTY OF IMPERIAL

PROPERTY TRANSFER REQUEST

The items listed have been compared with the County Property Inventory Control Records maintained by the Auditor-Controller, and agree with said records except as noted hereon

AUDITOR - CONTROLLER

By:

_____ Deputy

Date: No:

_____ _____

TRANSFER FROM	
Department	Dept. No.
Department Head Approval	Date

TRANSFER TO	
Department	Dept. No.
Department Head Approval	Date

ITEMS TRANSFERRED

ASSET #	DESCRIPTION	SURPLUS CODE	SERIAL NUMBER	INVENTORY VALUE	SOLD TO	DATE SOLD

DISTRIBUTION:

AUDITOR-CONTROLLER ☐ ORIGINATING DEPT ☐ RECEIVING DEPT ☐ ADMINISTRATIVE OFFICE ☐ BUILDING & GROUNDS ☐