

DALLAS COUNTY PROPERTY TRANSFER FORM #P280

revised 12/2021

Instructions:

- 1) Complete Section 1 when requesting transfer whether department to department (interdepartmental) and/or to/from surplus.
- 2) GRANT FUNDED TRANSFERS: Any/all transfer requests that were originally purchased through Grant fund must include a letter from the originating Grantor giving approval to surplus (auction/dispose) of the item. In addition, the letter must identify where, if applicable, any revenues from the sale of the item(s) are to be deposited and/or if there are any restrictions to the sale of the item(s). Upon receipt of the letter attach and follow step #4.
- 3) COURT APPROVED TRANSFERS: Item(s) identified requesting a transfer to a location other than surplus (interdepartmental) and/or from surplus, must have approval by the Commissioners Court prior to the item(s) physical transfer. This is done by sending an email to your Budget Analyst identifying the item(s) being transferred and justification for their transfer. The Budget Analyst will then seek Court approval if determined justifiable. Upon formal approval follow step #4.
- 4) Send form to Purchasing for processing. Note: All requests for computer transfers will require authorization by the County's IT Department prior to being sent to Surplus.
- 5) Complete Section #2, upon the physical transfer of the item(s). Completed form submitted to Purchasing for recording. Purchasing forwards copy to Auditor.

Section 1: To be completed by Department requesting property transfer

Date: _____

TRANSFER FROM: _____ / _____
Department Name Department Budget Number

TRANSFER TO: _____ / _____
Department Name Department Budget Number

Date of Court Approval, if applicable: _____ (*Refer to Instruction #3 above)

Contact Person: _____ Phone # _____ Email: _____

Authorized Department Head Signature: _____

Your Detailed Pick Up / Delivery Address: _____

LIST PROPERTY TO BE TRANSFERRED:

Property Number	Purchased w/ Grant Funds?		Under Current Maintenance Agreement?		Purchase Value in excess of \$5K?		Current Condition	Description of Property When Applicable include: serial number, make/model/year/quantity
	Yes	No	Yes	No	Yes	No		
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

Section 2: To be Completed AFTER Physical Transfer of Property

I hereby certify that the aforementioned property was transferred from our inventory on _____, 20____

Department Head/Requestor's Signature: _____

To be completed by Department receiving property and/or Surplus Movers:

I hereby certify that the aforementioned property was received by and/or transferred on _____, 20____

Department Head/Requestor's Signature: _____ *PURCHASING DEPARTMENT*
INTERNAL USE ONLY *Transfer/Work Order*