Instructions: Purchasing Department

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: _________________________________________

Property’s Physical Location: ____________________________________________________

LIST PROPERTY TO BE TRANSFERRED:

<table>
<thead>
<tr>
<th>Property Number</th>
<th>Purchased w/ Grant Funds?</th>
<th>Under Current Maintenance Agreement?</th>
<th>Purchase Value in excess of $5K?</th>
<th>Current Condition</th>
<th>Description of Property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: __________________________________________