

**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS
CHANGE IN TANGIBLE PERSONAL PROPERTY STATUS**

Instructions: The action of location change (LOC), transfer (TRAN), surplus (SUR), theft or unaccountable (UNAC) must be specified for each item transaction. Specific details should include information such as building numbers and facility name for location changes, custodian and building numbers/location for transfers, police report numbers for thefts. **If items are surplus, indicate the reason and condition of the surplus.** The custodian's signature is required for each theft, unaccountable, or transfer action.

ACTION	PROPERTY RECORD NUMBER	ITEM DESCRIPTION & SPECIFIC DETAILS (Current location for surplus)	REASON/ CONDITION SURPLUS
Theft	345-1356	2017 Carry all CA500 Gas Club Car	Stolen

NOTE: TWO SIGNATURES REQUIRED FOR TRANSFERRED ITEMS.

The asset was purchased with State or Federal grant funds: YES ☐ NO ☒

If yes, grant obligations have been fully met: YES ☐ NO ☐

If yes, do funds received from the disposition of the asset need to be returned to the grantor agency?: YES ☐ NO ☐

DEPARTMENT NAME _____

CUSTODIAN/SIGNATURE _____

RECEIVING DEPARTMENT
NAME _____

PHONE NO. _____

RECEIVING
CUSTODIAN/SIGNATURE _____

DATE 8-20-19

DATE _____

RECEIVING DEPT. COST CENTER _____ RESP COST CENTER _____