

# 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
Surplus	876-0223	Jail Inmate Kitchen's Steam Kettle Purchased in 2018 – depreciation value of \$6,163.00	Replace with Gas
Surplus	876-0230	Jail Inmate Kitchen's Steam Kettle Purchased in 2019 – depreciation value of \$7,610.17	Replace with Gas

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
Public Works/Facilities

CUSTODIAN/SIGNATURE

RECEIVING DEPARTMENT NAME  
PHONE NO.

RECEIVING CUSTODIAN/SIGNATURE

RECEIVING DEPT. COST CENTER
RESP COST CENTER

DATE

DATE

