

**INVENTORY ACTION NOTICE**  
**FOR DISPOSALS & TRANSFERS**

Department Name: Fort Bend County Historical Commission Dept #: N/A

Tag #: 1019555 Model: Dell Vostro 2510 Serial #: \_\_\_\_\_

Asset Description: Laptop, Carrying Case, AC Adapter, and Mouse

*If you need additional space, please attach to this sheet.*

<b>AUCTION</b>	Auction Year: _____ Date Sent: _____
	Condition: _____
<b>DESTROY</b>	Date: _____ Reason: _____
	<i>If destroyed in accident, attach copy of Police or Sheriff's report and any newspaper articles or pictures.</i>
<b>LOST</b>	Date last seen: _____
	Circumstances: _____
<b>STOLEN</b>	Date stolen: _____
	Circumstances: _____
	<i>Attach copy of Police or Sheriff's report and any newspaper articles or pictures.</i>
<b>TRADE-IN</b>	Trade-In Value: \$ _____ Tag # (new item): _____
	Description (new item): _____
	PO#: _____
<b>TRANSFER</b>	DEPT NAME & #: <u>Fort Bend History Association</u> Transfer Date: <u>05/11/18</u>
	Reason for Transfer: <u>Surplus Items</u>

THIS IS TO CERTIFY THAT THE ABOVE ASSET HAS BEEN DISPOSED AS NOTED AND IS NO LONGER IN MY CUSTODY. THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
Department Head Signature ( or Authorized Agent )

\_\_\_\_\_  
Date

05/11/18

THIS IS TO CERTIFY THAT I HAVE RECEIVED THE ABOVE ASSET AND IT IS NOW IN MY CUSTODY. THE ABOVE INFORMATION IS TRUE AND CORRECT, TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
Department Head Signature ( or Authorized Agent )

\_\_\_\_\_  
Date

**FOR PURCHASING'S USE ONLY**

PROCESSED BY & DATE: \_\_\_\_\_

**FOR AUDITOR'S USE ONLY**

ENTERED BY & DATE: \_\_\_\_\_

# INVENTORY ACTION NOTICE

## FOR DISPOSALS & TRANSFERS

Department Name: Fort Bend County Historical Commission Dept #: N/A

Tag #: 1028854 Model: Optiplex 3010 Serial #: \_\_\_\_\_

Asset Description: PC DELL OPTIPLEX 3010 with Dell Monitor, Keyboard and Mouse

*If you need additional space, please attach to this sheet.*

<b>AUCTION</b>	Auction Year: _____ Date Sent: _____ Condition: _____
<b>DESTROY</b>	Date: _____ Reason: _____ <i>If destroyed in accident, attach copy of Police or Sheriff's report and any newspaper articles or pictures.</i>
<b>LOST</b>	Date last seen: _____ Circumstances: _____
<b>STOLEN</b>	Date stolen: _____ Circumstances: _____ <i>Attach copy of Police or Sheriff's report and any newspaper articles or pictures.</i>
<b>TRADE-IN</b>	Trade-In Value: \$ _____ Tag # (new item): _____ Description (new item): _____ PO#: _____
<b>TRANSFER</b>	DEPT NAME & #: <u>Fort Bend History Association</u> Transfer Date: <u>05/11/18</u> Reason for Transfer: <u>Surplus Items</u>

THIS IS TO CERTIFY THAT THE ABOVE ASSET HAS BEEN DISPOSED AS NOTED AND IS NO LONGER IN MY CUSTODY. THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

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 Department Head Signature ( or Authorized Agent )

\_\_\_\_\_  
 Date

05/11/18

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\_\_\_\_\_  
 Department Head Signature ( or Authorized Agent )

\_\_\_\_\_  
 Date

**FOR PURCHASING'S USE ONLY**

PROCESSED BY & DATE: \_\_\_\_\_

**FOR AUDITOR'S USE ONLY**

ENTERED BY & DATE: \_\_\_\_\_

**INVENTORY ACTION NOTICE**  
**FOR DISPOSALS & TRANSFERS**

Department Name: Fort Bend County Historical Commission Dept #: N/A

Tag #: 1028865 Model: Optiplex 3010 Serial #: \_\_\_\_\_

Asset Description: PC DELL OPTIPLEX 3010 with Dell Monitor, Keyboard and Mouse

*If you need additional space, please attach to this sheet.*

<b>AUCTION</b>	Auction Year: _____ Date Sent: _____ Condition: _____
<b>DESTROY</b>	Date: _____ Reason: _____ <i>If destroyed in accident, attach copy of Police or Sheriff's report and any newspaper articles or pictures.</i>
<b>LOST</b>	Date last seen: _____ Circumstances: _____
<b>STOLEN</b>	Date stolen: _____ Circumstances: _____ <i>Attach copy of Police or Sheriff's report and any newspaper articles or pictures.</i>
<b>TRADE-IN</b>	Trade-In Value: \$ _____ Tag # (new item): _____ Description (new item): _____ PO#: _____
<b>TRANSFER</b>	DEPT NAME & #: <u>Fort Bend History Association</u> Transfer Date: <u>05/11/18</u> Reason for Transfer: <u>Surplus Items</u>

*THIS IS TO CERTIFY THAT THE ABOVE ASSET HAS BEEN DISPOSED AS NOTED AND IS NO LONGER IN MY CUSTODY. THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.*

\_\_\_\_\_  
Department Head Signature ( or Authorized Agent )

\_\_\_\_\_  
Date

05/11/18

*THIS IS TO CERTIFY THAT I HAVE RECEIVED THE ABOVE ASSET AND IT IS NOW IN MY CUSTODY. THE ABOVE INFORMATION IS TRUE AND CORRECT, TO THE BEST OF MY KNOWLEDGE.*

\_\_\_\_\_  
Department Head Signature ( or Authorized Agent )

\_\_\_\_\_  
Date

**FOR PURCHASING'S USE ONLY**

PROCESSED BY & DATE: \_\_\_\_\_

**FOR AUDITOR'S USE ONLY**

ENTERED BY & DATE: \_\_\_\_\_