

INVENTORY ACTION NOTICE
FOR DISPOSALS & TRANSFERS

Revised April 2018

Department Name: Constable Pct. 1 Dept #: 5503
Tag #: R285558 Model: Chev Serial #: 1GLNCDECXGR285558
Asset Description: 2016 Chevy Tahoe
License Plate #: 1359168 Unit #: W051 EZ Tag #: 3803786

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

AUCTION	Auction Year: _____ Date Sent: _____ Condition: _____
DESTROY	Date: _____ Reason: _____ <i>If destroyed in accident, attach copy of Police or Sheriff's report and any newspaper articles or pictures.</i>
LOST	Date last seen: _____ Circumstances: _____
STOLEN	Date stolen: _____ Circumstances: _____ <i>Attach copy of Police or Sheriff's report and any newspaper articles or pictures.</i>
TRADE-IN	Trade-In Value: \$ _____ Tag # (new item): _____ Description (new item): _____ PO#: _____
TRANSFER	DEPT NAME & #: <u>Constable Pct. 1</u> Transfer Date: <u>08/09/22</u> Reason for Transfer: <u>Transfer to CDC3-22GRANDLK2 until new vehicles arrive</u> License Plate #: _____ Unit #: <u>W051</u> EZ Tag #: _____ Assigned to (Name): <u>TBD</u> <u>North Annex</u>
OTHER	DEPT NAME & #: _____ Transfer Date: _____ Reason: _____

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)

08/04/22

Date

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: _____