

INVENTORY ACTION NOTICE
FOR DISPOSALS & TRANSFERS

Revised April 2018

Department Name: CONSTABLE PCT. 4 Dept #: 5501A

Tag # : B045 Model: CHEVY Serial # : _____

Asset Description: 2022 CHEVY TAHOE

License Plate #: _____ Unit #: B045 EZ Tag #: _____

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. 4</u> Transfer Date: <u>11/08/22</u> Reason for Transfer: <u>MAKE THIS VEHICLE A PERMANENT ADDTION TO OUR DEPART. FLEET</u> License Plate #: _____ Unit #: _____ EZ Tag #: _____ Assigned to (Name): _____ Location (Room #, etc): _____
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)

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: _____