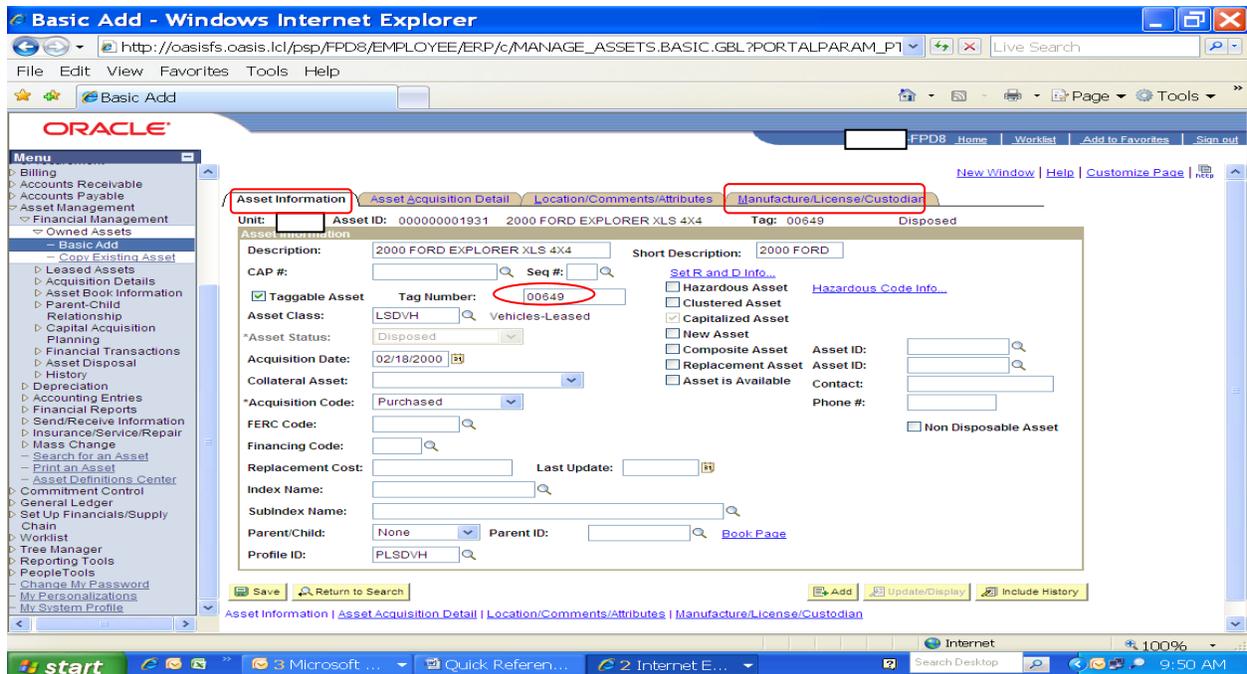


Quick Reference Guide:

Surplus Property Transfer Form-

- **Transfer From-** This section is where you will list the name of your department. For example, Environmental Health would be listed as “Community Health Agency” or “HSARC”. Environmental Health is the specific division not the department name. Please provide the department id number.
- **Transfer To:** This section where the surplus department is listed, as all surplus items must be submitted to the surplus department.
- **Contact Person-** This would be the information of the individual responsible for filling out the surplus form and disposing of the asset. If this individual is not the department capital asset processor, they should communicate with the capital asset personnel to verify that the information entered is correct and so that it is made aware that the capital asset will need to be processed for retirement.
- **QTY.-** Should always be one for each item.
- **PEOPLESOFT ASSET I.D. NUMBER-** This is the corresponding asset number of the asset obtained from the PeopleSoft Asset Module system. All assets entered into the system have an asset number. It is important that a capital asset number is provided. Each person should have an assigned capital asset representative that can obtain this information from the system.
- **FIXED ASSET TAG NUMBER-** This is a blue tag/sticker that reads “PROPERTY OF RIVERSIDE COUNTY” followed by six digits. List the six digits found on the tag of the capital asset that is being disposed. Tags are affixed to capital assets for inventory purposes and are entered into the asset module. They should be confirmed by reviewing the “**Basic Add**”, “**Asset Information**” tab.
- **MODEL NUMBER-** This can be found in the “**Basic Add**”, “**Manufacture/License/Custodian**” tab. An example would be a vehicle with a model name of Crown Victoria.
- **SERIAL NUMBER-** This can be found in the “**Basic Add**”, “**Manufacture/License/Custodian**” tab. This is a unique set of numbers found on each asset. An example would be a vehicle with a serial number of 1FMZU72X5YUB27843.
- **DESCRIPTION-** This is the description of the asset. This can be verified by reviewing the “**Basic Add**”, “**Asset Information**” tab. An example would be 2000 Ford Explorer XLS 4X4.
- **Signature of Authorization (Print/Sign):-** Authorized department personnel, generally a supervisor/manager, has to print and sign and date the form. Note that the form is composed of three copies. Ensure that all copies are kept together until the asset is picked up from the Surplus department.
- **Signature of Person Accepting Transferred Property:-** Surplus personnel will sign and date the form once the asset is picked up. The department then retains the pink copy of the completed Surplus Property Transfer Form. The Surplus department will retain the white copy of the form for their records and send the yellow copy to the ACO. The yellow copy will have notes relating to the method of disposal of the asset.



Notes to remember:

- Multiple capital assets can be listed in one form. A separate form must then list non capital assets.
- Vehicles and construction type equipment are not to be listed on surplus forms. Contact the surplus department for those items separately for instructions.
- Current Surplus Property service hours: M-TH 7-2:30
- Pick up turnaround time: within 10 days
- Vehicle proceed paperwork turnaround time on department owned vehicles only: 1 month

Surplus Property Contacts:

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