

County of Riverside  
Purchasing and Fleet Services Department, Supply Services Division  
**Surplus Property Transfer Form**

11911

**Transfer From:**

Agency/Department: RCRMC(MCARC) 4300160120  
Street: 25420 Cactus Avenue  
City: Moreno Valley  
Floor: 1<sup>st</sup> Floor  
Contact person: Jane Smith Telephone: 951-123-4567

**Transfer To:**

Agency/Department: Supply Services  
Street: 2980 Washington Street  
City: Riverside  
Floor: 1st Floor

**(If items to be turned in exceed the number of available lines, separate sheets containing the information below can be used in lieu of multiple forms. Indicate "See Attached" in the "Description" block.)**

ITEM NUMBER	QTY.	PEOPLESFT ASSET I.D. NUMBER	FIXED ASSET TAG NUMBER	MODEL NUMBER	SERIAL NUMBER	DESCRIPTION	SUPPLY DISPOSED OF PROPERTY (Y/N)	DATE DISPOSED	DISPOSED TO
1	1	2905	110249	240	4889034	X-ray Machine	Yes	12/18/08	General Auction
2									
3									
4									
5									
6									
7									
8									
9									
10									

Signature of Authorization(Print/Sign): Jane Smith *Jane Smith*  
Signature of Person Accepting Transferred Property: Nicolas Holmes *Nicolas Holmes*

Date: 12/18/2008  
Date: 12/18/2008

**INSTRUCTIONS:**

- 1 When declaring property surplus, only Agency/Departmental personnel authorized to declare the property surplus are to sign this form for the agency/department.
  - 2 After transferring the materials to another department or Supply Services, assure that the department accepting the materials signs for the shipment and keep the pink copy for your records.
  - 3 Complete a separate form for each County fixed asset.
  - 4 For other than fixed assets, you may use this form for more than one item.
  - 5 Do not complete the shaded section.
- Supply Services will complete this section and forward to the Auditor-Controller, Fixed Asset Secion, after the material has been transferred to another agency/department or disposed of by Supply Services.