

Countywide Policy 1100 PERSONAL PROPERTY TRANSFER/DISPOSITION/TRANSFER SALE

Control #	
Mayor Finance Control #	

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	Transfer Type				Transfer Date				
Transferring Fund #	Department ID #	County Agency Name							
Receiving Fund #	Department ID #	County Agenc							
Capital Asset/Property ID #	Property Description	Vehicle VIN #/Serial #	Condition of Item	Quantity	New Location	Bid/Auction & Sale Amount	E-Waste Disposal		
TRANSFER TYPE A) TRANSFER TO ANOTHER C	OUNTY AGENCY		ANSFERRING AGENT THORIZED)	NAME :					
 B) TRADE-IN TO VENDOR/NEW EQUIPMENT PURCHASE(EXPLANATION TO BE SENT TO MFA) C) DISCARDED/SCRAPPED/RECYCLED D) SURPLUS SALE 		TO BE SENT TO MFA)	SIG	NATURE:					
	Γ (MAYOR LETTER REQUIRED) ΓY-WIDE POLICY 1125 PARAGRAPH 2.2.10)	(AU	CEIVING AGENT THORIZED)	NAME:					
·	,		SIGI	NATURE:					

INSTRUCTIONS FOR SUBMITTING PM-2

- TRANSFERRING AGENCY COMPLETES ALL RELEVANT INFORMATION ON THE FORM
- FOR INTERNAL TRANSFERS, BOTH TRANSFERRING AND RECEIVING AGENTS SIGN FORM