# PM-2 Training

#### PM-2 FORM

COUNTYWIDE P & P #1100   REV 5/8/8		# 22128			
TRANSECUDIANO ELINID #		AL PROPERTY TRANSFER/DISPOSAL/IN	ITERNAL SALE FORM PM-2		
TRANSFERRING FUND # O	TRANSFER TYPE	TRANSFER DATE			
FIXED ASSET/PROPERTY ID #	ORGANIZATION # ORGANIZATIO  PERSONAL PROPERTY DESCRIPTION	VEHICLE VIN NUMBER/SERIAL #	CONDITION OF ITEM	NEW LOCATION #	BID/AUCTION & SALE AMOUNT
			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
			1.		
		-			
-					
EIXED ASSET TRANSFER/DISPOSAL/INTER A) TRANSFER TO OTHER ORGANIZATIOI B) INTERNAL SALE TO/FROM PROPRIETA C) TRADE-IN TO VENDOR/NEW EQUIP.PL D) CONSIGNED TO SURPLUS FOR TRANS E) UNACCOUNTED FOR/DESTROYED/LOS	NS RY FUND IRCHASE (EXPLANATION ATTACHED) SFER/DISPOSAL/SALE	TRANSFERRING AGE	NT		
F) STOLEN (REFER TO COUNTYWIDE PO		RECEIVING AGE	NT TN		
OR MORE MUST HAVE AN AGREED UP 2) IF YOUR ORGANIZATION INTENDS TO	IOPRIETARY FUNDS WITH AN ORIGINAL COST OF \$ PON PRICE BEFORE THE TRANSFER CAN TAKE PLAC RESERVE SURPLUS EQUIPMENT I MUST MAKE STORAGE ARRANGEMENTS	E. (A: PM-2'S <u>NOT</u>	OF SURPLUS PROPERTY AGENT: S CONSIGNEE OR AGENT) SIGNATURE OF AUDITOR: PROPERLY SIGNED BY BOTH THE TRAN US PROPERTY AGENT WILL BE RETURNI	SFERRING AND RECEIVING	G ORGANIZATION

PINK - RECEIVING ORGANIZATION COPY

WHITE - AUDITORS COPY YELLOW - TRANSFERRING ORGANIZATION COPY

### INSTRUCTIONS FOR COMPLETING THE PM-2

- 1. On the first line fill in your agencies:
- Fund: #
- Organization: #
- Organization name:

TRANSFERRING FUND # ORGANIZATION # ORGANIZATION NAME

- 2. Fill in Surplus Warehouse information
- Receiving Fund: # 110
- Organization: #3101
- Organization Name: Surplus

RECEIVING FUND # ORGANIZATION # ORGANIZATION NAME

- 3. Fill in
- Fixed Asset Transfer/Disposal Type:
  - "A"-Transfer to other organization.
  - "D"-Consigned to Surplus for Transfer/Disposal/Sale.

TRANSFER TYPE \_\_\_\_\_

- 4. Fill in
- Transfer Date: (Actual day the items are being transferred)

TRANSFER DATE \_\_\_\_\_

- 5. Fill in
- Fixed Asset/Property ID#

FIXED ASSET/PROPERTY ID #



9. When applicable, the <u>Salt Lake</u>

<u>County Property Tag Number</u>

should be filled in on each line item.

- 6. Fill in
- Personal Property Description

PERSONAL PROPERTY DESCRIPTION							
		4					

10. The description must be filled in on each line item.

- 7. Fill in
- Serial #

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VEHICLE VIN NUMBER/SERIAL #
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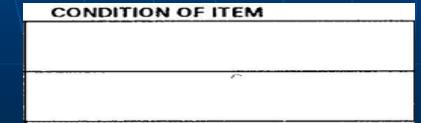
11. When there is no Property Tag Number, the **Serial Number** (if available) should be recorded in column 3.

VEHICLE VIN NUMBER/SERIAL #	
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8. Be sure to fill in all applicable information for each item being transferred. The column for "Condition of Item" must be filled out for each line item.

#### Suggestions for terms are:

- <u>Excellent</u> Updated and in good working condition.
   Still usable
- Good Working condition, old technology
- Poor Marginal functionality
- Scrap No value



#### Step 12

No entry is required in the New Location # Column

## Step 13 No entry is required in the Bid/Auction & Sale Amount Column

#### 5-Items or more

- 1. If you have more than 5 items listed on your PM2, you should identify each line item with a number in the left margin of the PM2 form
- 2. The corresponding number should be securely taped on the item being transferred.

#### Signed PM-2

Have the PM2 signed by your agency's property manager prior to bringing items to the warehouse.

#### Warning:

PM-2'S NOT PROPERLY SIGNED BY PROPERTY AGENT or FILLED OUT COMPLETLY MAY BE RETURNED AND DELIVERY OF SURPLUS ITEMS Denied.