

**BRAZORIA COUNTY
DISPOSAL OF COUNTY PROPERTY**

Date: _____

Department: _____ Dept #: _____ Fund: _____

TYPE OF ASSET:

Track Asset (\$2,000-\$4,999) _____ General Property _____

Capital Asset (\$5,000+) _____

TYPE OF TRANSACTION:

Disposal via Auction _____ Disposal via Donation _____

Disposal via Sale (non-Auction) _____ Non-Profit _____

Entity Name _____ Disposal via Scrap _____

Dollar Amount _____ Scrap Yard _____

Disposal via Trade-In _____

Vendor _____

Dollar Amount _____

GRANT: (complete if Grant purchased item. Attach all Grant paperwork)

Grant Name _____

Grant approval to dispose Yes _____ No _____

Comments: _____

Completed By: _____ Date: _____

Department Head _____ Date: _____
 Signature

Item Description (year, make, model, color)	Serial or VIN #	Equip #	PeopleSoft Asset ID #	Condition/Defects

**SEND ORIGINAL TO PURCHASING
RETAIN A COPY FOR YOUR RECORDS**

