

**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

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