

**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS  
FIXED ASSET DISPOSAL REQUEST FORM  
\*DISPOSAL MUST BE AUTHORIZED BY BOCC\***

**PART 1 - REQUESTING DEPARTMENT**

I request that the following fixed asset(s) be removed from inventory pending authorization from the Board of County Commissioners.

Print Name: Jessica Gay  
Department: Clerk's Office

Property Description:	Property ID Tag #:
Savin Mapping Machine	A004382
Wide Format Roll Feeder	A004246
Minolta Copier	A004168

REASON REMOVAL REQUESTED: The mapping machine & roll feeder is 18 years and the copier is 19 years old and no longer operational. The items will be discarded.

Jessica Gay 4/22/21  
Authorized Signature Date

**PART 2 - FOR FINANCE OFFICE USE ONLY**

Date removal processed: \_\_\_\_\_ Initials: \_\_\_\_\_ Date Removal Approved: \_\_\_\_\_  
Add. Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPERTY RECORD

UNIT

PROPERTY RECORD

PURCHASED FROM: <b>COPY PRODUCTS</b>		COMPANY	<b>PANAMA CITY, FL</b>	DATE OF LAST INVENTORY AND INITIALS OF PERSON TAKEN									
DATE PURCHASED OR ACQUIRED: <b>11/15/03</b>	19	UNIT	TOTAL										
		COST	<b>1,673.00</b>										
VOUCHER NO. <b>4200</b>	WARRANT NO.	FUND	<b>CLK OP</b>										
NAME, MAKE OR MANUFACTURER		YEAR OR MODEL											
MANUFACTURERS SERIAL NO:		MOTOR NO.	TITLE CERT. NO.										
DISPOSITION (SOLD, TRADED, TRANSFERRED OR JUNKED)		DATE:											
			<table border="1"> <tr><th colspan="2">CONDITION</th></tr> <tr><td>GOOD</td><td><input type="checkbox"/></td></tr> <tr><td>FAIR</td><td><input type="checkbox"/></td></tr> <tr><td>POOR</td><td><input type="checkbox"/></td></tr> </table>			CONDITION		GOOD	<input type="checkbox"/>	FAIR	<input type="checkbox"/>	POOR	<input type="checkbox"/>
CONDITION													
GOOD	<input type="checkbox"/>												
FAIR	<input type="checkbox"/>												
POOR	<input type="checkbox"/>												
DESCRIPTION: <b>Wide Format</b>			CUSTODIAN										
NUMBER OF UNITS			PROPERTY RECORD										
ITEM (CLASS & TYPE)		LOCATION (NAME OR NO. OF SCHOOL)		PROPERTY RECORD									
<b>1 Roll FEEDER</b>		<b>CLERK'S VAULT</b>		<b>R004246</b>									

