

UPDATED

PROCEDURES FOR REMOVING FIXED ASSETS

Before transferring or disposing of any item, each department head must put a request through Commissioner's Court for permission to transfer and/or dispose. Please include a completed *Fixed Asset Transfer Form* as your backup. The Auditor's Office cannot remove or transfer items until Commissioner's Court has approved your request. If we cannot track your Fixed Assets, your department will be responsible for the loss.

Once transfer is approved, Building Maintenance can pick up all items with the exception of computers. All computers must be transferred to the IT Department before they can go to storage.

Thank you for your help.

Auditor's Office
