

Oswego County Fixed Asset Transmittal

Date: _____

Fixed Asset ID _ _ _ _ _

Dept. _ _ _ _

Item Description: _____

Serial # or Unique Identifier: _____

Condition:

Good

Needs work

Unusable

If a vehicle:

Title

Keys

If a computer:

Data erased

Comments: _____

Item to be: Junked

 Sold

 Transferred to dept. _ _ _ _

Requested by: _____

Dept. head signature: _____

Send copy to Purchasing Dept. & Buildings and Grounds Dept.

Date received: _____