



Kaufman County
Report of Receipt, Transfer, or Disposal of County Assets
[Form FA-01]

Date: _____

To: Purchasing Department | Attn: Fixed Asset Coordinator

- Asset Transfer** From Department _____ To Department _____

- Auction** Auction Minimum Bid \$ _____ (Include VIS Form and Photos)

- Asset Disposal** Method of Destruction and Location: _____

- Missing Item** Police Report filed and copy attached

- Stolen Item**

- Return to Vendor**

- New Asset** **NEW Asset Receipt** (attach copy of invoice and purchase order)

- Leased Asset** Cost of Asset: \$ _____

COMPLETE THE FOLLOWING INFORMATION FOR ALL TRANSACTIONS

Asset # (if applicable)

Serial / VIN

Asset Description (type, make, model, etc)

Requesting Department Signature: _____

Please retain a copy of this form for your departmental records