



Auditor-Controller-Treasurer-Tax Collector Capital Asset Disposal Form

Capital Asset disposals and intra-AM business unit transfers

Asset Title/Description:

Asset ID or Tag Number:

AM Business Unit: SC001 SCE01 Fund: Department ID:

VIN/Serial Number:

Custodian Name/Department ID:

Phone Number:

Grant Funded? Federal State Other

Grant funded disposition requirements:

Disposal: Attach Auction Report for sales or voucher invoice for trade-in credit

Effective Date:

Proceeds:

Sale or Auction Deposit Journal ID:

Traded-In

Scrapped

Lost/Stolen

Donated to:

Surplus to SPI or ISD

Surplus Accepted:

Date:

Authorized Signature

Transfer of Asset: Within same AM business unit only

Effective Date:

Proceeds/Operating transfer amount:

From: Fund:

Department ID:

To: Fund:

Department ID:

Custodian: Fund:

Department ID:

Fleet ACO

Location/Location Code:

New Custodian:

Date:

Authorized Signature

Current Custodian:

Date:

Authorized Signature

Refer to the County's [Fiscal Policy Manual FA-1 Accounting for Capital Assets](#).

Contacts for questions:

- Chris Carli at Christine.Carli@sonomacounty.gov 707-565-3280
- Joseph Cochrane at Joseph.Cochrane@sonomacounty.gov 707-565-3283
- Sonoma Water: Marcus Desideri at Marcus.Desideri@sonomacounty.gov 707-565-3653

ACTTC Use:

Support review

Processed in AM