

SHERIFF'S OFFICE
EQUIPMENT
TRANSFER

LEVY COUNTY
REPORT OF TRANSFER OF PROPERTY

To be used in all cases of transfer between Accountable Officers

The following items of tangible personal property have been transferred as indicated:

TRANSFERRING OFFICE		RECEIVING OFFICE	
Department Name		Department Name	SHERIFF'S OFFICE
Department Code		Department Code	0090
Contact Name	SANDY HADDOCK DONNA CICALE	Contact Name	CANDUIS TURNER

YES NO CLERK'S VOUCHER PAPERWORK ATTACHED

Please provide your Departments Asset number to transfer item when returning this form:

ASSET NUMBER	DESCRIPTION	DATE ACQUIRED

PLEASE READ..IMPORTANT INFORMATION BELOW

Attached equipment transfer must have copy of the invoice & copy of purchase order. Board Approved items must have copy of BOCC minutes. Grant paid items must have Grant information attached. Both invoice and purchase order must have authorized signature. Please make sure these are attached before returning to the Asset manager.

TRANSFERRING OFFICE:

RECEIVING OFFICE:

Signature of Accountable Officer

Signature of Accountable Office

Fred Moody

Typed Name and Title

Typed Name and Title

Date

Date

Transferring office retain a signed copy, send signed original to Receiving Office. – Receiving Office will keep signed copy and send original :

Levy County Clerks Office
Finance Dept./Asset Mgr.

