



Rio Arriba County



Property Control Management Department

Asset Disposal Form

Fiscal Year: _____

Location: _____

Department: _____

From: _____

To: Property Control Management

Division _____

<u>Tag No.</u>	<u>Description:</u>	<u>Make:</u>	<u>Model:</u>	<u>Serial No.</u>	<u>Code:</u>

Note: Please Don't remove Tag Numbers

Disposal Codes:

A – Damaged or Destroyed

D – Working

B - Missing or Lost (Attach Incident Report)

E – Not Working

C – Stolen (Attach Police Report)

Signature: _____

Employee

Date: _____

Signature: _____

Department Head

Date: _____

Deleted from GFA listing by: _____

Date: _____