

INVENTORY TRANSFER REQUEST

Form shall be filled out COMPLETELY and submitted to Purchasing for approval.

When an ITR Form is received, if applicable Purchasing will make a recommendation to Commissioners' Court for the item.

Date of Request: _____ Inventory Tag/Unit #: _____ Description: _____
(If applicable)

Department Information: _____
Department Name Name of Employee Completing the Form Employee Phone #

Serial/Vin#: _____ Manufacturer: _____ Model/Year: _____

Est value of item when purchased: \$ _____ Was this item purchased with grant funds? YES NO

The above mentioned item needs to be transferred or removed for the reason below.

Department Head Signature

Select one of the following:	Salvage <i>(broken/consumed beyond repair)</i>
	Surplus <i>(no longer useful to your office, but is still in working condition) Attach Image if you are able</i>
	<i>To be placed in Auction</i>
	Is Transferring to: _____ <i>Name of Department & Contact Person</i>

Check here if you'd like this item to be picked-up on the next monthly Surplus Round-Up date, if so provide the following: _____
Address where item is located AND ROOM NUMBER

For items obtained by seizure/forfeiture, the department shall have completed all necessary steps compliant to the proper criminal codes before submitting the item to Purchasing for Auction. Submission of such items indicates this had been done.

SPECIAL INSTRUCTIONS FOR AUCTION ITEMS

For vehicles and other types of equipment going to auction an additional form is required. The Vehicle/Equipment Information Sheet (VIS), found on the County Website under Purchasing, must be completed and returned to Purchasing in addition to the ITR and digital images. **Before placing a vehicle or piece of equipment in auction the item must first be titled in Liberty County's Name. All County logos and/or decals and license plates shall be removed before taking images of the item.**

For Purchasing Use Only

Received on: _____	Approved in CC on: _____	Date of Pick-up: _____
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