

# INVENTORY TRANSFER REQUEST

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

Date of Request: \_\_\_\_\_ Inventory Tag/Unit #: \_\_\_\_\_ Description: \_\_\_\_\_

Serial/Vin#: \_\_\_\_\_ Manufacturer: \_\_\_\_\_ Model/Year: \_\_\_\_\_

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

If yes, have this form signed by the Grant Administrator before submitting request. \_\_\_\_\_  
*Printed Name* *Authorized Signature*

Requesting Department: \_\_\_\_\_  
*Employee Name* *Employee Phone #* *Department Name*

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

\_\_\_\_\_  
*Department Head Signature*

<b>Salvage</b> (broken/consumed beyond repair)	<b>Trade-in on PO#:</b> _____	<b>Auction</b>
<b>or</b>		
<b>Transfer to:</b> _____ <i>Name of Department</i>		

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

IF YOUR TRANSFER HAS ALREADY BEEN APPROVED BY THE COURT PROVIDE DATE APPROVED: \_\_\_\_\_

**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 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

**For Purchasing Use Only**

Received on: _____	Approved in CC on: _____
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