

## **PROPERTY FORM**

New Transf	ER DISPOSAL CHANGE	OUT OF SERVICE
Effective Date: 09/09/2015	Resolution #:	
Department: Police Depart	ment  If Property is being Transferred,  Receiving Department.	
If Property is to be Disposed,  Means of Disposal:  Go	OVDEALS SCRAP OTHER	
	OUT OF SERVICE	( If other, describe)
If New: Purchased	Confiscated Other	( Storage location)  ( If other, describe)
Item Description: 2003 Ford	Crown Vic	( ij otner, describe)
VIN/Serial #: 2FAFP71W13	X189528 Make: Ford	Model: Crown Vic
City Tag: 40108MU	Vehicle #: 08-23 Mile	eage: Unknown
Departmental Section  Accounts Payable Section	Current Vehicle/equipment ID# 08-23  New vehicle/equipment number assigne  Completed by J. Holcombe  Vendor Date  Moved title (if applicable) to proper dept.  Title Applied For Tag Applied  Paperwork (if any) attached  Completed by	Date 9/9/2015  e Paid vehicle file I ForDate
Insurance	Is item insured?      If new, date item was added to insurance      If changed, date insurance company was notified      Completed by	
Fixed Asset Section	•On F.A. list? If Yes, ID # •Date transferred in F.A. system •Completed by	
Prepaid Insurance	Date schedule was updated     Completed by	

Updated: 8/20/10



## **PROPERTY FORM**

New Transfer Disposal Change Out of Service		
Department: POLICE  If Property is to be Disposed,  Means of Disposal: Gov	Resolution #:  If Property is being Transferred, Receiving Department:  /DEALS SCRAP OTHER  (If other, describe)	
🗆	OUT OF SERVICE (Storage location)	
If New: PURCHASED Co	ONFISCATED OTHER (If other, describe)	
VIN/Serial #: 2FAFP71W51X138238		
City Tag: 33159MU (If applicable)	Vehicle #: 08-35 Mileage: 187178  (If applicable)	
Departmental Section	•Current Vehicle/equipment ID# 08-35     •New vehicle/equipment number assigned     •Completed by Date	
Accounts Payable Section	OvendorDate Paid      Moved title (if applicable) to proper dept. vehicle file      Title Applied ForTag Applied For      Paperwork (if any) attached      Completed byDate	
Insurance	Is item insured?  If new, date item was added to insurance  If changed, date insurance company was notified  Completed by	
Fixed Asset Section	On F.A. list? If Yes, ID #  Date transferred in F.A. system  Completed by	
Prepaid Insurance	Date schedule was updated     Completed by	

Accounting Department: Property Form: Last Revised 09/10/2015



### **PROPERTY FORM**

New Transfe	R DISPOSAL CHANGE OUT OF SERVICE	
Effective Date:	Resolution #:	
Department: POLICE	If Property is being Transferred,  ICE Receiving Department:	
If Property is to be Disposed,	neceiving beparement.	
Means of Disposal: SCRAP OTHER		
	OUT OF SERVICE (If other, describe)	
If New: Purchased Confiscated Other		
( If other, describe)		
Item Description: 2001 FORD CROV	WN VIC	
VIN/Serial #: 2FAFP71W51X138238	Make: FORD Model: CROWN VIC	
City Tag: 36046MU	Vehicle #: 08-42 Mileage: 120233	
(If applicable)	(If applicable)	
Departmental Section	•Current Vehicle/equipment ID# _08-42     •New vehicle/equipment number assigned     •Completed by Date	
Accounts Payable Section	OvendorDate Paid      Moved title (if applicable) to proper dept. vehicle file      Title Applied For Tag Applied For      Paperwork (if any) attached      Completed by Date	
Insurance	Is item insured?      If new, date item was added to insurance      If changed, date insurance company was notified      Completed by	
Fixed Asset Section	On F.A. list? If Yes, ID #  Date transferred in F.A. system  Completed by	
Prepaid Insurance	Date schedule was updated     Completed by	

Accounting Department: Property Form: Last Revised 09/10/2015



## **PROPERTY FORM**

New Trans	FER ✓ DISPOSAL CHANGE OUT OF SERVICE		
Effective Date: 09/09/2015	Resolution #:		
Department: Police Department If Property is being Transferred, Receiving Department:			
If Property is to be Disposed,  Means of Disposal:   ✓ GOVDEALS SCRAP OTHER			
	OUT OF SERVICE (If other, describe)		
If New: Purchased	CONFISCATED OTHER (Storage location)		
Item Description: 2007 Ford Crown Vic			
VIN/Serial #: 2FAFP71W17	X152159 Make: Ford Model: Crown Vic		
City Tag: 47837MU	Vehicle #: 08-307 Mileage: Unknown		
(If applicable)	(If applicable)		
• Current Vehicle/equipment ID# 08-307 • New vehicle/equipment number assigned NA • Completed by J. Holcombe Date 9/9/2015			
Accounts Payable Section	OvendorDate Paid      Moved title (if applicable) to proper dept. vehicle file      Title Applied For Tag Applied For      Paperwork (if any) attached      Completed by Date		
Insurance	If new, date item was added to insurance  If changed, date insurance company was notified  Completed by		
Fixed Asset Section	•On F.A. list? If Yes, ID # •Date transferred in F.A. system •Completed by		
Prepaid Insurance	Onte schedule was updated Completed by		

Updated: 8/20/10



# **PROPERTY FORM**

New Transfer Disposal Change Out of Service		
Department: POLICE  If Property is to be Disposed,  Means of Disposal: Gov	Resolution #:  If Property is being Transferred, Receiving Department:  DEALS SCRAP OTHER  (If other, describe)	
	OUT OF SERVICE  (1) other, describe)  (Storage location)	
If New: Purchased Co	ONFISCATED OTHER	
( If other, describe)  Item Description: 2002 FORD CROWN VIC		
VIN/Serial #: 2FAFP71W52X130965	Make: FORD Model: CROWN VIC	
City Tag: (If applicable)	Vehicle #: 08-33 Mileage: UNKNOWN	
Departmental Section	•Current Vehicle/equipment ID# 08-33     •New vehicle/equipment number assigned     •Completed by LT. OTIS MILLER	
Accounts Payable Section	OvendorDate Paid      Moved title (if applicable) to proper dept. vehicle file      Title Applied For Tag Applied For      Paperwork (if any) attached      Completed byDate	
Insurance	Is item insured?     If new, date item was added to insurance      If changed, date insurance company was notified      Completed by	
Fixed Asset Section	On F.A. list? If Yes, ID # •Date transferred in F.A. system •Completed by	
Prepaid Insurance	Date schedule was updated     Completed by	

Accounting Department: Property Form: Last Revised 09/10/2015