SURPLUS/TRANSFER DECLARATION FORM

JACKSON COUNTY, MISSOURI

-DO NOT DUPLICATE-

SURPLUS X **TRANSFER**

	Date Transfer Received:
Department Name: Parks Department Code: 1666	Department Transferring Asset:
Point of Contact: Rhett Fregoe Phone Number: 503-8405	Department Receiving Asset:
Please Check: Select only one	Receiving Department Contact:
☒ Surplus ☐ Transfer Trade -In	Receiving Department Phone Number:

Transaction Date	Fixed Asset #	Asset Description	Disposition Code*	Model Year	Make/Model	Serial/Vin Number	Useful Life**	Purchase Date	Original Cost
		8900 A Mower		2017	John Deere	1TC890AVKGG010016			

* Indicate if Asset was (S) Sold, (D) Donated, (R) Recycled, (X) Scrapped, (T) Trade-in, or (O) Other.

** Refer to Asset Subclass Listing.

1. User Department send to Finance Department