

PM-2 Training

PM-2 FORM

COUNTYWIDE P & P #1100 (REV 5/8/96)

22128

SALT LAKE COUNTY PERSONAL PROPERTY TRANSFER/DISPOSAL/INTERNAL SALE FORM PM-2

TRANSFERRING FUND # _____ ORGANIZATION # _____ ORGANIZATION NAME _____

TRANSFER TYPE _____ TRANSFER DATE _____

RECEIVING FUND # _____ ORGANIZATION # _____ ORGANIZATION NAME _____

FIXED ASSET/PROPERTY ID #	PERSONAL PROPERTY DESCRIPTION	VEHICLE VIN NUMBER/SERIAL #	CONDITION OF ITEM	NEW LOCATION #	BID/AUCTION & SALE AMOUNT

FIXED ASSET TRANSFER/DISPOSAL/INTERNAL SALE CODES

- A) TRANSFER TO OTHER ORGANIZATIONS
- B) INTERNAL SALE TO/FROM PROPRIETARY FUND
- C) TRADE-IN TO VENDOR/NEW EQUIP. PURCHASE (EXPLANATION ATTACHED)
- D) CONSIGNED TO SURPLUS FOR TRANSFER/DISPOSAL/SALE
- E) UNACCOUNTED FOR/DESTROYED/LOST (COMMISSION LETTER REQUIRED)
- F) STOLEN (REFER TO COUNTYWIDE POLICY 1125 PARAGRAPH 2.2.10)

INSTRUCTIONS FOR INTERNAL SERVICE/ENTERPRISE FUNDS

- 1) ITEMS TRANSFERRED TO OR FROM PROPRIETARY FUNDS WITH AN ORIGINAL COST OF \$10,000 OR MORE MUST HAVE AN AGREED UPON PRICE BEFORE THE TRANSFER CAN TAKE PLACE.
- 2) IF YOUR ORGANIZATION INTENDS TO RESERVE SURPLUS EQUIPMENT FOR THE NEXT AVAILABLE SALE, YOU MUST MAKE STORAGE ARRANGEMENTS WITH THE PROPERTY AGENT IN PURCHASING BEFORE DELIVERY OF ITEMS.

TRANSFERRING AGENT (AUTHORIZED) → (PRINT): _____
SIGNATURE: _____

RECEIVING AGENT (AUTHORIZED) → (PRINT): _____
SIGNATURE: _____

SIGNATURE OF SURPLUS PROPERTY AGENT: _____
(AS CONSIGNEE OR AGENT)

SIGNATURE OF AUDITOR: _____

PM-2'S NOT PROPERLY SIGNED BY BOTH THE TRANSFERRING AND RECEIVING ORGANIZATION AND/OR SURPLUS PROPERTY AGENT WILL BE RETURNED AND DELIVERY OF SURPLUS ITEM REFUSED

INSTRUCTIONS FOR COMPLETING THE PM-2

1. On the first line fill in your agencies:

- Fund: #
- Organization: #
- Organization name:

TRANSFERRING FUND # _____ ORGANIZATION # _____ ORGANIZATION NAME _____

Step #2

2. Fill in Surplus Warehouse information

- Receiving Fund: # 110
- Organization: #3101
- Organization Name: Surplus

RECEIVING FUND # _____ ORGANIZATION # _____ ORGANIZATION NAME _____

Step #3

3. Fill in

- Fixed Asset Transfer/Disposal Type:

“A”-Transfer to other organization.

“D”-Consigned to Surplus for Transfer/Disposal/Sale.

TRANSFER TYPE _____

Step #4

4. Fill in

- **Transfer Date**: (*Actual day the items are being transferred*)

TRANSFER DATE _____

Step #5

5. Fill in

- Fixed Asset/Property ID#

FIXED ASSET/PROPERTY ID #

Step #6

9. When applicable, the Salt Lake County Property Tag Number should be filled in on each line item.

Step #7

6. Fill in

- Personal Property Description

PERSONAL PROPERTY DESCRIPTION

Step #8

10. The description must be filled in on each line item.

Step #9

7. Fill in

- Serial #

VEHICLE VIN NUMBER/SERIAL #

Step #10

11. When there is no Property Tag Number, the **Serial Number** (if available) should be recorded in column 3.

VEHICLE VIN NUMBER/SERIAL #

Step #11

8. Be sure to fill in all applicable information for each item being transferred. The column for "Condition of Item" must be filled out for each line item.

Suggestions for terms are:

- **Excellent** – Updated and in good working condition. Still usable
- **Good** – Working condition, old technology
- **Poor** – Marginal functionality
- **Scrap** – No value

CONDITION OF ITEM

Step 12

- No entry is required in the **New Location # Column**

Step 13

- No entry is required in the **Bid/Auction & Sale Amount Column**

5-Items or more

1. If you have more than 5 items listed on your PM2, you should identify each line item with a number in the left margin of the PM2 form
2. The corresponding number should be securely taped on the item being transferred.

Signed PM-2

Have the PM2 signed by your agency's property manager prior to bringing items to the warehouse.

Warning:

PM-2'S NOT PROPERLY SIGNED BY PROPERTY AGENT or FILLED OUT COMPLETELY MAY BE RETURNED AND DELIVERY OF SURPLUS ITEMS Denied.