SALT LAKE COUNTY

SALT LAKE COUNTY PERSONAL PROPERTY TRANSFER/DISPOSAL/INTERNAL SALE FORM

PM-2

CLEAR FORM

Transfer Type (See below) C _____ Transfer Date _____

Transferring Fund # _____ Department ID # _____ Department Name _____

Receiving Fund # _____ Department ID # _____ Department Name _____

Capital Asset/Property ID #	Property Description	Vehicle VIN #/Serial #	Condition of Item	Quantity	New Location	Bid/Auction & Sale Amount	E-Waste Disposal
			Not Functional				☐
			Not Functional				☐
			Not Functional				☐
			Not Functional				☐
			Not Functional				☐
			Not Functional				☐
			Not Functional				☐
			Not Functional				☐
			Not Functional				☐
			Not Functional				☐

TRANSFER TYPE

A) TRANSFER TO OTHER DEPARTMENTS
B) TRADE-IN TO VENDOR/NEW EQUIPMENT PURCHASE(EXPLANATION TO BE SENT TO MFA)
C) CONSIGNED TO SURPLUS FOR TRANSFER/DISPOSAL/SALE
D) SOLD EXTERNALLY
E) ELECTRONIC WASTE
F) UNACCOUNTED FOR/DESTROYED/LOST (MAYOR LETTER REQUIRED)
G) STOLEN (REFER TO COUNTY-WIDE 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 DEPARTMENT INTENDS TO RESERVE SURPLUS EQUIPMENT FOR THE NEXT AVAILABLE SALE, YOU MUST MAKE STORAGE ARRANGMENTS WITH THE PROPERTY AGENT IN PURCHASING BEFORE DELIVERY OF ITEMS.

TRANSFERRING AGENT

(AUTHORIZED) NAME : _____

SIGNATURE: _____

RECEIVING AGENT

(AUTHORIZED) NAME: _____

SIGNATURE: _____

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

SIGNATURE OF MAYOR: _____

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