

ACQUISITION OR DISPOSITION REPORT

OKALOOSA COUNTY, FL

Check One

- ACQUISITION - (Include Form PUR 01.1 if Grant Funded)
 DISPOSITION - (Include Form PUR 01.1 if Grant Funded)

TO: BOARD OF COUNTY COMMISSIONERS

Property/Asset ID No. _____

FROM: _____
 Officer or Director

Date _____ 20____

The following changes have occurred to the property in my custody. This information should be entered on your Property Record.

ASSET IDENTIFICATION DATA

Name of Item	Location	Make
Model	Year	Mfgs. Identification Number
OTHER DESCRIPTION:		
(INFORMATION TECHNOLOGY DEPARTMENT USE ONLY)		
Received By: _____ (Initial) Date Received: _____		
Computing devices or related property with memory: Prepared for Disposal: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Printed Name: _____ Signature: _____ Date: _____		

ACQUIRED	DISPOSED
From _____	To _____
Department/Account No. _____ - _____	Department/Account No. _____ - _____
Purchase Order # _____	Transferred <input type="checkbox"/> Sold <input type="checkbox"/>
Purchase Price.....\$ _____	Traded <input type="checkbox"/> Discarded/Scrap <input type="checkbox"/>
Freight.....\$ _____	Reason for Disposal _____
Installation.....\$ _____	_____
Gross Cost.....\$ _____	Amount Realized.....\$ _____
Less: Trade.....(\$ _____)	Remitted To _____
Net Cost.....\$ _____	Date _____ 20____

Custodian/Delegate _____
 (Print Name)

Custodian/Delegate _____
 (Print Name)

Signature _____

Signature _____

Date: _____

Date: _____

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OKALOOSA COUNTY, FL

ADDITIONAL INFO FOR GRANT FUNDED PROPERTY

PROPERTY ASSET / IDENTIFICATION NO. _____

DATE: _____

GRANT ACQUISITIONS	
GRANTING AGENCY	
GRANT NUMBER	
FAIN	
GRANT EXPENSE DEPT. NUMBER (7xxxxx)	
USE OF ITEM	
PERCENTAGE OF FEDERAL PARTICIPATION	
TITLE HOLDER-FEDERAL, STATE OR COUNTY	
PRE-DISPOSITION INSTRUCTIONS REQUIRED	
Please attach a copy of the grant award document to Form PUR 01.1.	
I acknowledge that this item has been acquired with grant funding and the use for which it has been purchased will be in adherence with the terms and conditions of the grant award.	
Acquiring Dept. Program Grant Representative Signature	Date

GRANT DISPOSITIONS	
All grant terms and conditions have been met and final disposition instructions from the granting agency are attached. (if required). NOTE: It is the Acquiring Department's responsibility to ensure that all grant requirements for disposition have been met prior to forwarding the item for disposition.	
Acquiring Dept. Program Grant Representative Signature	Date