

Pinal County Capital Asset Change Report

Department: _____

Type Of Transaction:

Disposal: Salvaged Trade-In Returned Sale
 (Check One) Lost Stolen Destroyed Other

Transfer:
 Receiving Department: _____

Reason for Designated Action: _____

Tag Number	Description	Serial Number

Authorized Approval Signatures:

 Originating Department (Signature) (Print) Date

 Receiving Department (Signature) (Print) Date

 Chief Financial Officer (Signature) Date
 Approval for Surplus Disposals or Trade-Ins

In order for the form to be valid, please ensure the following:

1. Authorizing department is clearly notated. (This is the department in current possession of the asset.)
2. If disposing of equipment, a disposal method is checked. (For example Returned, Trade-In, etc.)
3. If transferring an asset, the receiving department is clearly designated.
4. A brief explanation of the reason for the transfer or disposal is included. (i.e. broken, obsolete, etc.)
5. The tag number is noted along with a brief description of the asset. A serial number is included if available.
6. The form is approved and signed by someone in the originating department who is authorized to make fixed asset changes. If the form is for a transfer, an authorized signature from the receiving department is required as well.

When the change report is completely filled out, please return the form to the Finance Department. The CFO will review and approve all surplus disposals and trade-ins.