



County of Ventura Inventory Control (IC-1)

Request for Removal of Fixed Asset from Master Inventory

1. Prepare Part 1 and submit to the Purchasing Agent
2. Upon receipt of copy signed by the GSA Purchasing Agent, remove County tag and follow procedures authorized below. Upon pick up or drop off of asset to GSA Warehouse, sign in Part 2 below and return to your department accounting office
3. The relinquishing department's accounting office will sign Certification of Disposition (Part 3 below) and forward to Auditor/Controller

Part 1 – Department Recommendation

TO: Purchasing Agent (Purchasing@ventura.org)

FROM: _____
 Name Agency – Department Phone

The following item(s) cannot be used by this organization and should be removed from the Master Inventory because fixed asset item is:

- Unusable or Unsafe (no resale value nor can it be easily fixed)
- Surplus (return to GSA Warehouse for disposition action including reallocation, sale, or destruction)
- Trade-in (Estimated Value: _____)
- Other _____

County Tag Number	Description	Date Acquired	Original Cost

Requested by: _____
 Authorized Signature Title Date

Part 2 – GSA Asset Acknowledgement and Transfer Authorization

Dispose of the asset in the following manner:

- Recycle HAZMAT Destruction Process Sale/Auction Warehouse Determination _____
 Est. Resale Value

 GSA Purchasing Agent Date of Authorization <http://vcweb/gsa/procurement/surplus.aspx>
You are authorized to request pickup at above link

 Relinquishing Department Representative (Name / Title) GSA Warehouse Representative

Part 3 – Certification of Disposition

Under penalty of perjury I certify that the above described item was disposed of in accordance with the authorization contained above.

 Department Accounting Representative (Name, Title, Date)

FORWARD COMPLETED FORM TO AUDITOR-CONTROLLER - RETAIN COPY IN DEPARTMENT