

TOMPKINS COUNTY
FIXED ASSET DISPOSITION/TRANSFER FORM

INSTRUCTIONS:

This form is to be completed and sent to the Purchasing Division upon the sale, transfer, or disposal of a fixed asset. Please contact the Purchasing Division, 274-5500 if you have any questions.

Department Information

Department:	
Contact:	
Phone & Email:	

Asset Information

Asset #	
Asset Description	

Disposition Information

Disposal/Transfer Date	Method of Disposal (auction/transfer/junk)	Department Transferred to (if applicable)	Sale Amount (if applicable)

Signature

Date