



TRINITY COUNTY
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Disposal of a Fixed Asset

After a resolution has been passed by the Board of Supervisors to dispose of an asset the County of Trinity must have the following information on record.

Resolution Number: _____

Date of disposal: _____

Asset ID: _____

Description of Asset: _____

Model: _____

Serial/VIN Number: _____

Asset disposed by: _____
Name of Employee(s) or Company

How the Asset was disposed: _____

Department Name and Number: _____

Department Head: _____

Signature: _____

Date: _____

The person disposing of the asset or working with the company to dispose of the asset is to fill out the form and sign and date at the bottom.