

Pinal County Fixed Asset Inventory Change Report

Type of Transaction	Transfer	Loss	Sale	Trade-In	Tag Change	Other: Explain
From Dept:				To Dept:		

Tag Number	Description	Serial Number

Reason for designated action: _____

Authorized Approval Signatures:

Note

Please return all copies to Finance Dept. Upon completion, if appropriate, a copy will be returned to you.

Originating Department

Date

Receiving Department

Date

Completion	
<u>Date</u>	<u>Initials</u>

Board of Supervisors (Approval for Deletes)

Date
