



NOTICE OF EQUIPMENT TRANSFER/SURPLUS

YOU MUST NOW INCLUDE PHOTOS OF ITEMS FOR SURPLUS OR REMOVAL

THE EMA- Animal Services DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION	SERIAL #	ASSET #	ORDINABLE Y/N
Metal Large Dog Trap	#10	N/A	No
Metal Large Dog Trap	#10	N/A	No
Metal Large Dog Trap	#10	N/A	No
Black Metal Large Dog Trap	#10	N/A	No

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

☐ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE _____ DEPARTMENT.

☐ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE MOTOR POOL/PUBLIC WORKS DEPARTMENT.

OR

THE FIXED ASSETS LISTED ABOVE WERE SURPLUSED TO THE DEPARTMENT CHECKED BELOW.

☐ SURPLUSED TO PARKER RD. BUILDING (FURNITURE, EQUIPMENT, COMPUTERS, ETC.)

☐ SURPLUSED TO FLEET SERVICES (VEHICLES/LARGE MACHINERY)

☒ Eligible for destruction or recycling. (Must include destruction affidavit and photos.)

IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL TO STORAGE AFTER THE BOC APPROVAL.

TRANSFERRING DEPARTMENT

RECEIVING DEPARTMENT

Chara Wick

ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

DATE

DATE

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset / inventory lists.

IF SURPLUSED:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE

2026-418











NOTICE OF EQUIPMENT TRANSFER/SURPLUS

YOU MUST NOW INCLUDE PHOTOS OF ITEMS FOR SURPLUS OR REMOVAL

THE EMA- Animal Services DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION	SERIAL #	ASSET #	OPERABLE Y/N
Black Chair	N/A	N/A	No
Metal Cat Trap	N/A	N/A	No
Metal cat trap	N/A	N/A	No
Black Metal Large Dog Trap	N/A	N/A	No

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

☐ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE _____ DEPARTMENT.

☐ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE MOTOR POOL/PUBLIC WORKS DEPARTMENT.

OR

THE FIXED ASSETS LISTED ABOVE WERE SURPLUS TO THE DEPARTMENT CHECKED BELOW.

☐ SURPLUS TO PARKER RD. BUILDING (FURNITURE, EQUIPMENT, COMPUTERS, ETC.)

☐ SURPLUS TO FLEET SERVICES (VEHICLES/LARGE MACHINERY)

☒ Eligible for destruction or recycling. (Must include destruction affidavit and photos.)

IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL TO STORAGE AFTER THE BOC APPROVAL.

TRANSFERRING DEPARTMENT

RECEIVING DEPARTMENT

ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

DATE

DATE

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset/inventory lists.

IF SURPLUS:

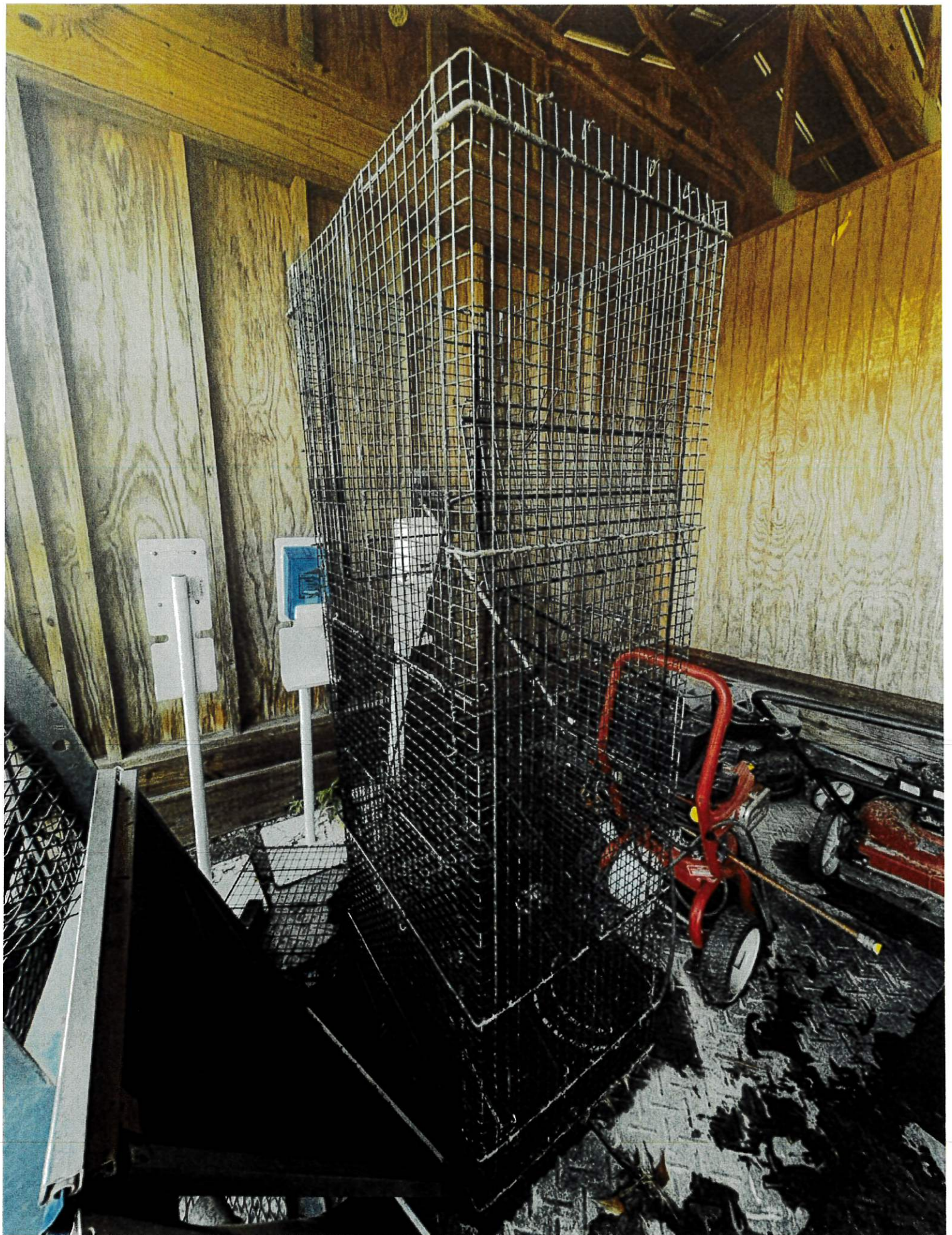
BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE











NOTICE OF EQUIPMENT TRANSFER/SURPLUS

YOU MUST NOW INCLUDE PHOTOS OF ITEMS FOR SURPLUS OR REMOVAL

THE EMA- Animal Services DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION	SERIAL #	ASSET #	OPERABLE Y/N
Gray/Green Chainsaw	J702501	N/A	No
Red Troy-Built Pressure washer	CB5KP NHEQ NV2	N/A	No
Red/Black weed eater	TB575EC	N/A	No
Orange weed eater	589312803903	N/A	No

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

☐ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE _____ DEPARTMENT.

☐ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE MOTOR POOL/PUBLIC WORKS DEPARTMENT.

OR

THE FIXED ASSETS LISTED ABOVE WERE SURPLUS TO THE DEPARTMENT CHECKED BELOW.

☐ SURPLUS TO PARKER RD. BUILDING (FURNITURE, EQUIPMENT, COMPUTERS, ETC.)

☐ SURPLUS TO FLEET SERVICES (VEHICLES/LARGE MACHINERY)

☒ Eligible for destruction or recycling. (Must include destruction affidavit and photos.)

IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL TO STORAGE AFTER THE BOC APPROVAL.

TRANSFERRING DEPARTMENT:

RECEIVING DEPARTMENT:

Shane Webb

ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

DATE

7/13/24

DATE

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset / inventory lists.

IF SURPLUS:

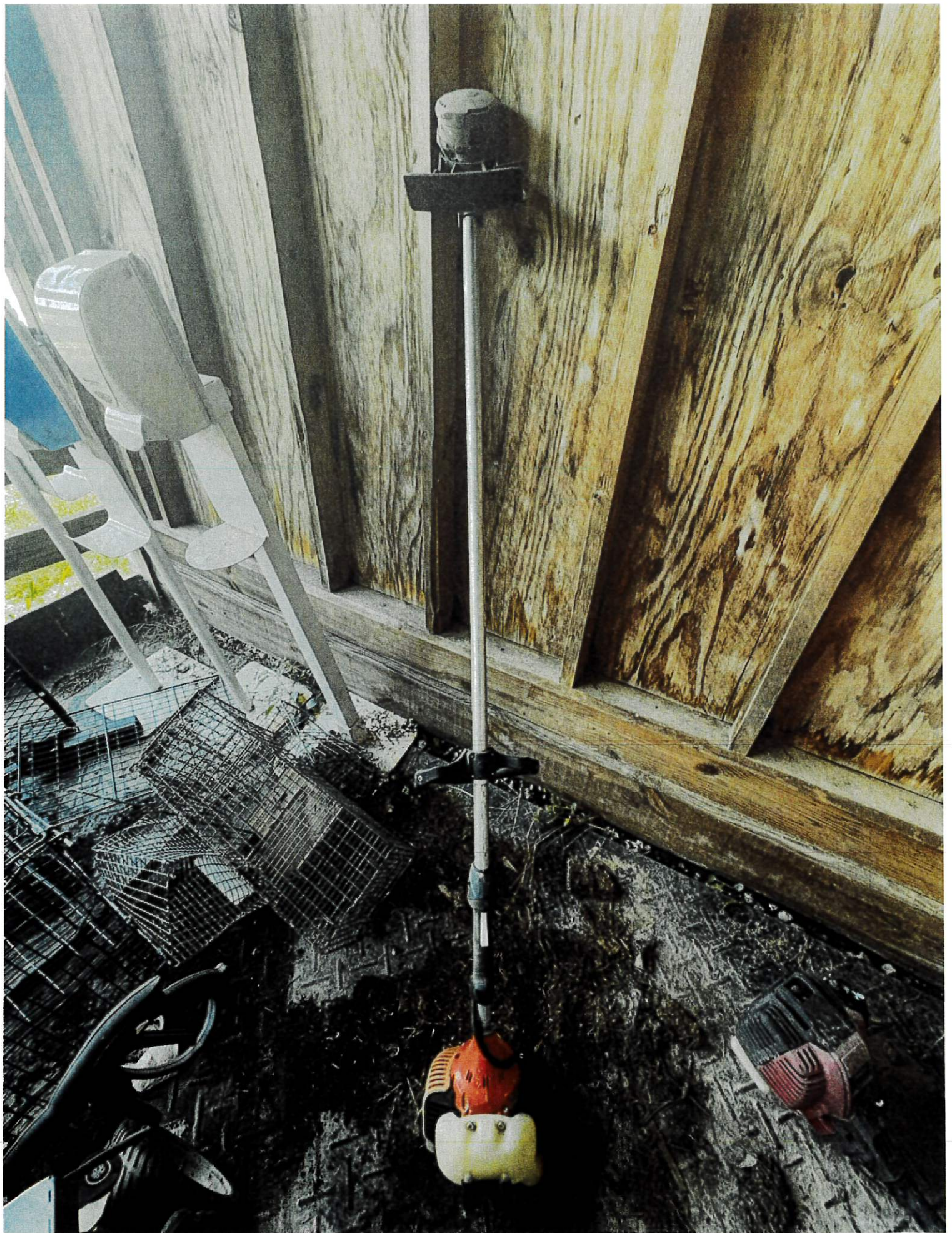
BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE











NOTICE OF EQUIPMENT TRANSFER/SURPLUS

***** YOU MUST NOW INCLUDE PHOTOS OF ITEMS FOR SURPLUS OR REMOVAL *****

THE EMA- Animal Services DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION	SERIAL #	ASSET #	OPERABLE Y/N
Stainless steel sink w/counter	N/A	N/A	Yes
Stainless steel shelf	N/A	N/A	Yes
White hand santi- stand	N/A	N/A	Yes
White Hand Santi- Stand	N/A	N/A	Yes

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

☐ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE _____ DEPARTMENT.

☐ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE MOTOR POOL/PUBLIC WORKS DEPARTMENT.

OR

THE FIXED ASSETS LISTED ABOVE WERE SURPLUS TO THE DEPARTMENT CHECKED BELOW.

☒ SURPLUS TO PARKER RD. BUILDING (FURNITURE, EQUIPMENT, COMPUTERS, ETC.)

☐ SURPLUS TO FLEET SERVICES (VEHICLES/LARGE MACHINERY)

☐ Eligible for destruction or recycling. (Must include destruction affidavit and photos.)

IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL TO STORAGE AFTER THE BOC APPROVAL.

TRANSFERRING DEPARTMENT

RECEIVING DEPARTMENT

ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

DATE

DATE

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset / inventory lists.

IF SURPLUS:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE











NOTICE OF EQUIPMENT TRANSFER/SURPLUS

YOU MUST NOW INCLUDE PHOTOS OF ITEMS FOR SURPLUS OR REMOVAL

THE EMA- Animal Services DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION	SERIAL #	ASSET #	ORDERABLE Y/N
Hitch Carrier (Black Metal)	N/A	N/A	No
Hitch Carrier (Black Metal)	N/A	N/A	No
Red Push Mower	031913M 048139	N/A	No
Black Push Mower	432102	N/A	No

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

☐ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE _____ DEPARTMENT.

☐ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE MOTOR POOL/PUBLIC WORKS DEPARTMENT.

OR

THE FIXED ASSETS LISTED ABOVE WERE SURPLUS TO THE DEPARTMENT CHECKED BELOW.

☐ SURPLUS TO PARKER RD. BUILDING (FURNITURE, EQUIPMENT, COMPUTERS, ETC.)

☐ SURPLUS TO FLEET SERVICES (VEHICLES/LARGE MACHINERY)

☒ Eligible for destruction or recycling. (Must include destruction affidavit and photos.)

IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL TO STORAGE AFTER THE BOC APPROVAL.

TRANSFERRING DEPARTMENT

RECEIVING DEPARTMENT

Officer Webb
ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

DATE

7/13/20

DATE

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset / inventory lists.

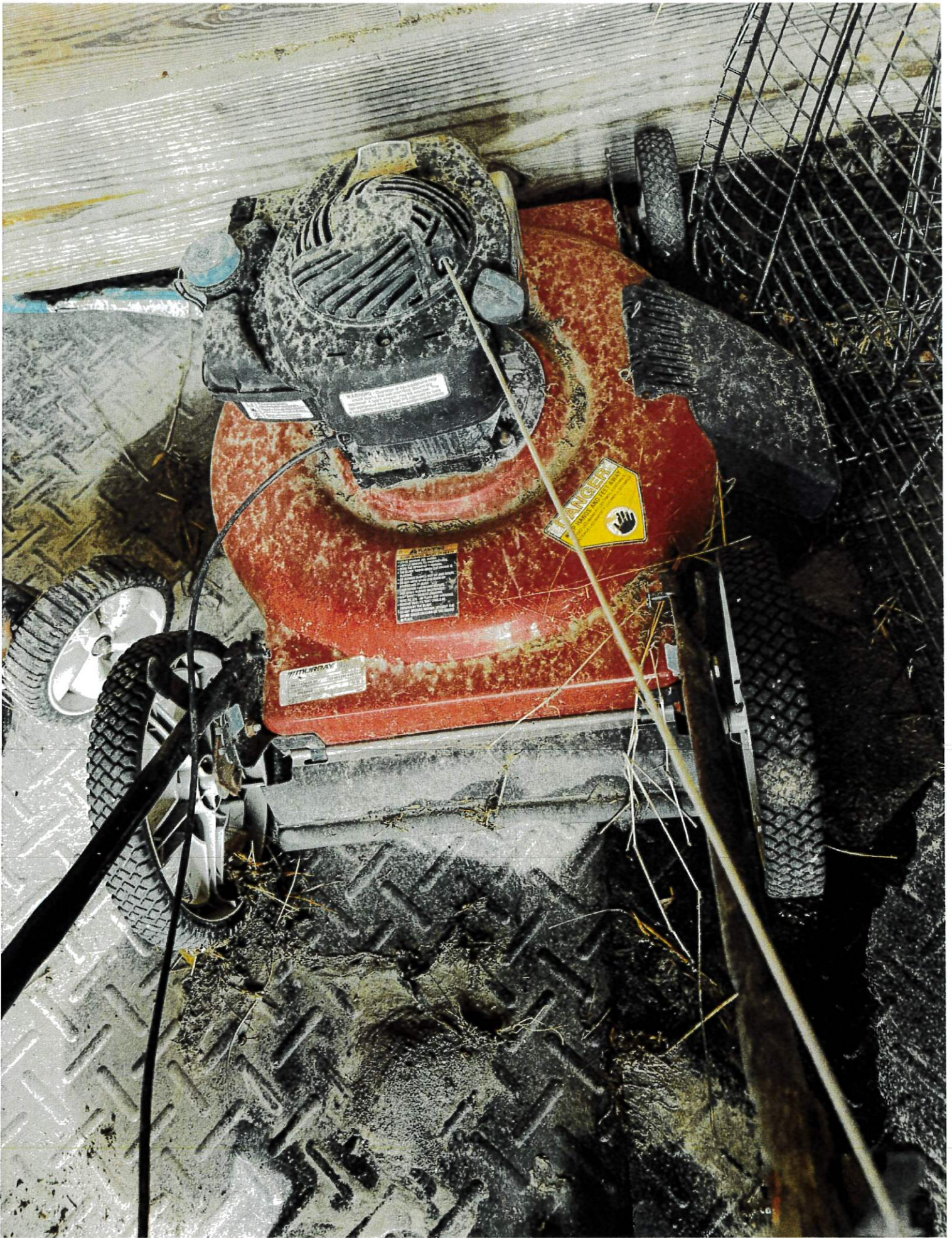
IF SURPLUS:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE











NOTICE OF EQUIPMENT TRANSFER/SURPLUS

YOU MUST NOW INCLUDE PHOTOS OF ITEMS FOR SURPLUS OR REMOVAL

THE EMA- Animal Services DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION	SERIAL #	ASSET #	OPERABLE Y/N
Black mini fridge	HC175W20RB	N/A	No
Black Chair with arms	744074	N/A	No
Metal Cat Trap	N/A	N/A	No

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

☐ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE _____ DEPARTMENT.

☐ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE MOTOR POOL/PUBLIC WORKS DEPARTMENT.

OR

THE FIXED ASSETS LISTED ABOVE WERE SURPLUS TO THE DEPARTMENT CHECKED BELOW.

☐ SURPLUS TO PARKER RD. BUILDING (FURNITURE, EQUIPMENT, COMPUTERS, ETC.)

☐ SURPLUS TO FLEET SERVICES (VEHICLES/LARGE MACHINERY)

☒ Eligible for destruction or recycling. (Must include destruction affidavit and photos.)

IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL TO STORAGE AFTER THE BOC APPROVAL.

TRANSFERRING DEPARTMENT

RECEIVING DEPARTMENT

Marla Webb

ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

DATE

7/13/24

DATE

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset / inventory lists.

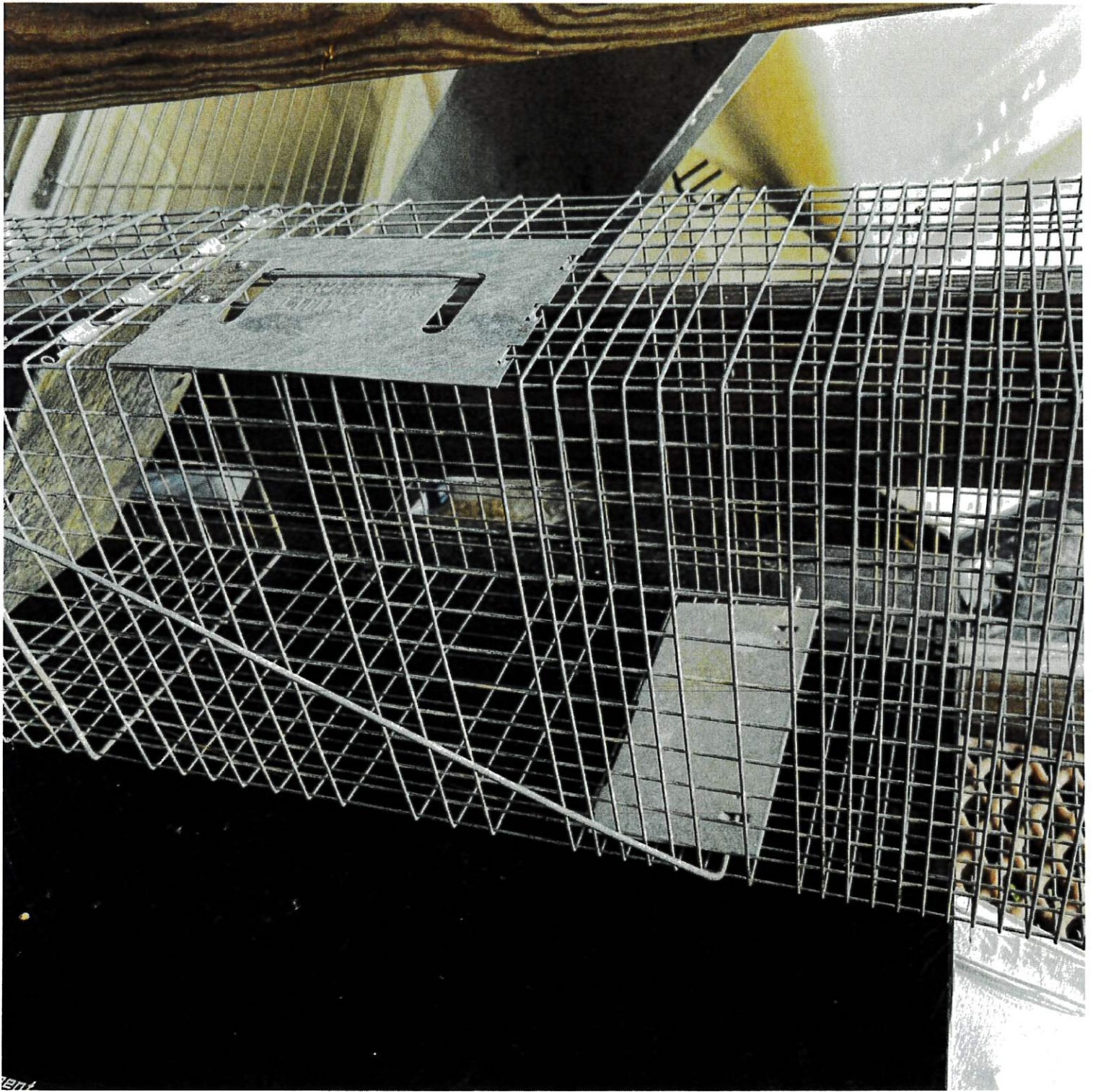
IF SURPLUS:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE







NOTICE OF EQUIPMENT TRANSFER/SURPLUS



YOU MUST NOW INCLUDE PHOTOS OF ITEMS FOR SURPLUS OR REMOVAL

THE EMA- Animal Services DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION	SERIAL #	ASSET #	OPERABLE Y/N
White Hand Sanfl. Stand	N/A	N/A	Yes

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

☐ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE _____ DEPARTMENT.

☐ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE MOTOR POOL/PUBLIC WORKS DEPARTMENT.

☒ **OR**
THE FIXED ASSETS LISTED ABOVE WERE SURPLUS TO THE DEPARTMENT CHECKED BELOW.

☒ SURPLUS TO PARKER RD. BUILDING (FURNITURE, EQUIPMENT, COMPUTERS, ETC.)

☐ SURPLUS TO FLEET SERVICES (VEHICLES/LARGE MACHINERY)

☐ Eligible for destruction or recycling. (Must include destruction affidavit and photos.)

IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL TO STORAGE AFTER THE BOC APPROVAL.

TRANSFERRING DEPARTMENT

RECEIVING DEPARTMENT

Chas. Webb

ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

DATE

DATE

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset / inventory lists.

IF SURPLUS:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE





NOTICE OF EQUIPMENT TRANSFER/SURPLUS

*** YOU MUST NOW INCLUDE PHOTOS OF ITEMS FOR SURPLUS OR REMOVAL ***

THE Fire Rescue DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
Manual Desk Riser	N/A	1	Y

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

☐ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE _____ DEPARTMENT.

☐ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE MOTOR POOL/PUBLIC WORKS DEPARTMENT.

OR

THE FIXED ASSETS LISTED ABOVE WERE SURPLUSED TO THE DEPARTMENT CHECKED BELOW.

☐ SURPLUSED TO **PARKER RD. BUILDING** (FURNITURE, EQUIPMENT, COMPUTERS, ETC.)

☐ SURPLUSED TO **FLEET SERVICES** (VEHICLES/LARGE MACHINERY)

☐ Eligible for destruction or recycling. (Must include destruction affidavit and photos.)

IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL TO STORAGE AFTER THE BOC APPROVAL.

TRANSFERRING DEPARTMENT:

RECEIVING DEPARTMENT:

ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

7/20/2026

DATE

DATE

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset / inventory lists.

IF SURPLUSED:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE

Surplus Disposal/Recycle Form

You MUST ALSO complete the surplus form indicating that the items will be surplusd for recycling or disposal. You must take a photo of the item to be surplusd or removed. Continue to send forms and photos to the Finance Department for processing.

Guidelines: Any property with a fair market value of less than \$20, that cannot be redistributed within the custodian entity (i.e., Rockdale Government) should be considered for disposal. This excludes highly pilfered items or electronic equipment capable of storing data (i.e., flash drives) When an entity requests disposal authorization, the intrinsic value must be considered. Even though an item may not be useful for its intended purpose (i.e., metal desk with broken leg) it may still have scrap or recycle value. In this case the item should be destroyed through scrap or recycling methods.

Instructions:

1. Inspect and determine the condition of the item based on the guidelines above. If the item is broken, damaged, or worn to the extent that the current value is less than \$20 it can be disposed of or recycled.
2. Take photos of the items to document/show the condition of the items. If damage is not clearly visible, please describe why this item is eligible for disposal or recycling. (i.e. hydraulics on chair is broken and no longer holds chair in place. Pressed board furniture may no longer be stable if the holes where the furniture is put together are worn and expanded.) Even if damage is not visible you must still include a photograph of the item.
3. Complete the form online by clicking the "open" button in the top left of the browser window and select "open in browser."
4. Once you have taken proper photos and completed the form submit the form and photos to finance via interoffice mail or email. The current email contact is Donna Ballard donna.ballard@rockdalecountyga.gov.

Note: You may elect to print and fill out the form by hand. You must also print out the photos. (Black and white photos are acceptable) Staple all forms and photos together before sending to Finance.

Rockdale County Board of Commissioners
Finance Department
PO Box 289
Conyers, Ga 30012
770-278-7555



Surplus Property Affidavit of Disposal

Disposal Authorization Date:

Agency/Department:

Location Address:

Please include photograph(s) of item(s) to be disposed of.

Destruction Affidavit

I, _____ do hereby certify that. _____

(Check only one)

☐
☐

was rendered totally unserviceable by destruction.

was removed for destruction/disposal by.

DEPARTMENT

Signature

Signature and Date: _____

Print Name: _____

Title: _____

Witness Affidavit

I, _____, do hereby certify that I witnessed the destruction, disposal
or removal the property listed above.

Signed this: (date)

Rockdale County, GA.

Signature: _____

Print Name: _____

Title: _____

Guidelines: Any property with a fair market value of less than \$20, that cannot be redistributed within the custodian entity (i.e., Rockdale Government) should be considered for disposal. This excludes highly pilfered items or electronic equipment capable of storing data (i.e., flash drives)

When an entity requests disposal authorization, the intrinsic value must be considered. Even though an item may not be useful for its intended purpose (i.e., metal desk with broken leg) it may still have scrap or recycle value. In this case the item should be destroyed through scrap or recycling methods. By signing this Affidavit all parties listed have read and adhered to these guidelines.

(For field description help, select the field then press F1)

Rev. 06112021

Asset #1-
Manual Desk Riser-(No cord needed)





