



Request to Transfer County Equipment and/or Supplies

The Tennessee Code Section 5-14-105 paragraphs (3) and (6) provide for the transfer of supplies and equipment on hand, between county departments and agencies that which are surplus items, which may be needed for use; and for the disposal of supplies, materials, and equipment which are unusable or obsolete items, by sale or auction, after receipt of competitive bids. Unusable items may also be destroyed by means of destruction following all laws and process.

Please **print** form, obtain necessary signatures, and forward to Purchasing.

From:

To:

Date:

Transfer the following equipment:

- 1.
- 2.
- 3.
- 4.

Turn in the following equipment for disposal/destruction:

- 1.
- 2.
- 3.
- 4.

Official or Department Head: _____ Date: _____

Purchasing Director: Elizabeth L. Black _____ Date: _____