

**Request to Transfer County Equipment and/or Supplies**

The Tennessee Code Section 5-14-105 paragraphs (3) and (6) provide for the transfer between county departments and agencies of supplies and equipment on hand, which are surplus with one department or agency, but which may be needed by another or others; and for the disposal by sale, after receipt of competitive bids, of supplies, materials, and equipment which are obsolete or unusable.

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

**From:**

**To:** **Purchasing**

**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 Agent: Stephanie P. Morlock \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_