# OCONEE COUNTY, SC

# BUILDINGS

## CAPITAL ASSET DISPOSAL FORM

**Please enter Asset Tag #**

_____

**Submitting accurate and timely forms is crucial to providing Council, the Administrator, management, and others with the accurate financial reports.**
**PLEASE PROCESS PROMPTLY!**

Complete all sections below and submit to the Finance Department for all **BUILDINGS** disposals. This form is not to be used for Buildings that the County was originally planning to sell (e.g. industrial spec buildings, drug seizure property, etc.).

Dept. Name/#: _____ Disposal Date: _____

Location/Address: _____

Description: _____ Tax Map #: _____

Reason for Disposal:
- ☐ Sell (Building Only)
- ☐ Sell (Building with Land - Complete separate Land Disposal Form)
- ☐ Demolish (Describe reason below.)
- ☐ Damaged beyond repair (Insurance claim filed with Risk Mgmt.)
- ☐ Donation (Provide name of receiving agency and authorization.) _____

Condition: _____

Additional Notes/Comments: _____

_____

_____ _____
Authorized Signature Date

## IMPORTANT!!

**No County employee shall dispose of any County Buildings without authorization from Procurement or an insurance claim filed with Risk Management. Any employee disposing of property without such authorization may be held personally liable and/or subject to disciplinary action.**

## Procurement Use ONLY

Procurement Authorized Disposition of Property:

☐ **Sell on GovDeals** ☐ **Demolish** ☐ **Donation**

*When authorization is complete, please send a copy back to the department and forward the original to Finance.*

_____ _____
Procurement Signature Date

## Finance Use ONLY

Entered in CSI by: _____ Date: _____

Disposing Department an Enterprise Fund? ☐ YES (Must prepare a JE to post to the GL!) ☐ NO

Asset fully depreciated? ☐ YES ☐ NO

Amount of Accumulated Depreciation after current fiscal year's posting of depreciation: _____

Finance Notes: _____

Revised May 2015