



OCONEE COUNTY, SC

LAND

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 **LAND** disposals. This form is not to be used for Land that the County was originally planning to sell (e.g. industrial sites, drug seizure property, etc.).

Dept. Name/#: _____ Disposal Date: _____

Location/Address: _____

Acreage/Description: _____ Tax Map #: _____

Reason for Disposal: Sell
Donation (Provide name of receiving agency below and attach authorization documentation.)

Additional Notes/Comments: _____

Authorized Signature

Date

IMPORTANT!!

No County employee shall dispose of any County Land without authorization from Procurement. 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	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

Finance Notes: _____