

TO: COUNTY PURCHASING AGENT

**COUNTY OF MARIN
PURCHASING DIVISION
PTR - FIXED ASSET**

PTR NO. 234 FY 14

THE PROPERTY DESCRIBED BELOW IS SURPLUS TO THE NEEDS OF THIS DEPARTMENT. IT IS REQUESTED THAT APPROPRIATE ACTION BE TAKEN TO DISPOSE OF THE ITEM(S) LISTED BELOW.

From: Public Works

Business Area Relinquishing Property

ACTION

Transfer to Surplus

By: []

Dept. Head or Property Officer

Date: 10/31/2013

SAP Asset #	Cost Center	Location Code	Plant	Asset Tag# (Blue)	Other	Serial or VIN Number	Short Description
N/A	AMERA	Pt. Reyes	N/A	N/A	002197	Ser# 2064334	45KW generator

Note: Each Department is required to affirm that computers have been formatted and the hard drive has been cleared to the Department of Defense standards before delivery to surplus storage. To accomplish this please contact IST Help Desk or your internal IT support person to complete this process.

Disk Formatted Disk Formatter Name: [] Date: []

TO: DEPT. OF FINANCE

Disposition

Transferred	Retire	Surplus	Other
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

FROM: PURCHASING AGENT

THE ABOVE PROPERTY HAS BEEN DISPOSED OF AS INDICATED.

Department Accepting Property

Surplus

Business Area

Fund

Functional Area

Dept. Head or Property Officer

Cost Center

Plant

PURCHASING AGENT

Location Code

Date

Date

Submit Go

Comments

Marin Emergency Radio Authority (MERA) owned generator from the Pt Reyes site. This original generator was replaced due to complete failure beyond economical repair. Generac model 1743280100, type SG0045-A164.3V18CBYYC, MFG: 7/15/01