

COUNTY OF TULARE INVENTORY ADJUSTMENT REQUEST

Date Requested	Contact Person	Telephone Number	Department Name
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PLEASE CHECK THE APPROPRIATE BOX TO INDICATE TYPE OF CHANGE REQUESTED

A. ***Transfer of Fixed Assets:** If transferring equipment to another County Department, (*not* Surplus Store) please complete this section.

_____ / _____ / 20____
 Receiving Department Name Department Head Signature Date of Transfer

B. **Disposal of Equipment:** If item was lost or stolen, submit this form with a copy of the police report.

Type of Disposal (Check one) Lost Stolen Scrapped/Abandoned

Explanation/Remarks: _____

C. **Other Adjustments:** Date Sent to Surplus: _____ / _____ / 20____

*Donated _____ (To Whom)

Traded in _____ (PO or Requisition #)

Explanation/Remarks: _____

Date of Adjustment: _____ / _____ / 20____

EQUIPMENT IDENTIFICATION

Equipment Tag Number/Serial #	Description of Each Item	Current Accounting Line	New Accounting Line

**NOTE: Transfer of vehicles to another department and donations to outside entities are subject to approval by the CAO, The Board of Supervisor's or both.*

Approved by (Type or Print)	Approval Signature (Dept. Head)	Date
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**COUNTY OF TULARE
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INSTRUCTIONS FOR FILLING OUT FORM GS-35

INTER-DEPARTMENT TRANSFER: Fill out Box A and Equipment Identification section – Equipment Tag Number/Serial #, Description of Each Item, Current Accounting Line and New Accounting Line. Obtain signatures of sending and receiving department heads (Both Box A and Equipment Identification sections). Interoffice *original* to the Purchasing Department and give each department a copy.

TRANSFER TO PURCHASING AGENT: Fill out Box A and Equipment Identification section, including beginning accounting line for fixed assets, and have department head sign. Send form via:

- Fax (559) 733-6759
- Email Lori Looney at llooney@co.tulare.ca.us - or -
- Interoffice original to Purchasing Department

SURPLUS STORE PICK-UPS: Fill out Box C and Equipment Identification section and have department head sign. **NOTE:** *Pick-ups are for large items or large loads only – (desks, file cabinets, tables, etc.) and are scheduled by appointment only.* Send form via:

- Fax (559) 733-6759
- Email Shane Boggs at sboggs@co.tulare.ca.us - or -
- Interoffice original to Purchasing Department

Once the Purchasing Department receives the form, a clerk will call the submitting department to schedule pickup/delivery of items.

NOTE: *If dropping off items, please email Shane Boggs at sboggs@co.tulare.ca.us to schedule an appointment to ensure that a clerk will be available to receive the items.*

REMOVAL FROM INVENTORY: For items lost, stolen, or disposed of, complete investigation and fill out forms as applicable within 30 days after loss and forward to Purchasing. *(Report of investigation must be included for stolen items)*