

**REPORT OF REASSIGNED EXCESS PROPERTY
 ESCAMBIA COUNTY, FLORIDA**

EXCESS PROPERTY CANNOT BE REASSIGNED ON THE
 PROPERTY RECORDS UNTIL THIS FORM HAS BEEN
 COMPLETED AND SIGNED BY PROPERTY CUSTODIAL
 CLOSING/GAINING

To: Clerk of the Court and Comptroller's Finance Dept

From: Property Custodian _____ Date: _____

Item(s) of County owned tangible personal property excess to the needs of this department available for reassignment are listed Below. I certify that the item(s) listed are in a usable and operational condition.

SECTION 1 – EXCESS PROPERTY					
Item No	Property No.	Item Name	Serial Number	Model	Year

 Signature – Property Custodian

To: Clerk of the Court and Comptroller's Finance Dept

Date: _____

Reassignment of County tangible property enumerated in Section II has occurred. These changes should be entered on the property records. Custody has been or will be assumed by the gaining custodian on the date preceding the custodian's signature.

SECTION II – REASSIGNMENT OF EXCESS PROPERTY					
Item No	Property No.	Department Name	Cost Center	Date	

I certify that I assume custody of the item of county property on line with my signature.

 Signature – Property Custodian