



Approved by CC:

JAN 28 2013

JOHNSON COUNTY PURCHASING DEPARTMENT  
Form A

PROPERTY ACCEPTANCE, ACQUISITION AND DISPOSITION FORM

TYPE OF TRANSACTION:

New Equipment		Used for Parts	
Used Equipment		Missing or Stolen	
Donated Equipment		Trade-in for like item	
Permanent Transfer		Transfer to Auction	
Temporary Transfer		Transfer Between Departments	
Transfer to Surplus			

From Department: DISPATCH Dept. No. \_\_\_\_\_

To Department: SURPLUS Dept. No. \_\_\_\_\_

Property Tag No. \_\_\_\_\_ Serial No. \_\_\_\_\_

Condition of equipment: \_\_\_\_\_

Property Description (type, make, model, color, etc.) ZETRON 4020 2 power  
Supply 2 CPU, with accessories, keyboard, speakers cables microphones

Vendor Name: \_\_\_\_\_

Date of Transaction: 1/18/13

Item Tagged: \_\_\_\_\_ Yes \_\_\_\_\_ No

Property Traded in for \_\_\_\_\_

Donated by: \_\_\_\_\_ Est. Value: \_\_\_\_\_

Donation Accepted by Commissioners' Court on: (date) \_\_\_\_\_

[Signature]  
From: Elected Official or Department Head

[Signature]  
To: Elected Official or Department Head

[Signature]  
Purchasing Agent or designee

White: Purchasing

Yellow: Transferring Department

Pink: Receiving Department