

Polk County Asset Management Form

Type of Transaction (check one)

Transfer
Surplus/Salvage
Waste

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Date of Transaction

July 26, 2016

Inventory Items

Description of Equipment	Serial Number
822 Insulated food service trays	N/A
1,000 pillows	N/A
960 mattresses	N/A
15 mattress sleeves	N/A

Transferring/Selling Dept.

IAH Secure Adult Detention Facility

Dept. Head Signature

Receiving Department

Polk County Jail

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Transfer of County owned property (Inmate bedding & food service items) purchased for IAH Facility to County Jail

Transfer approved by the Polk County Commissioners Court in a regular meeting held July 26, 2016.