

# MADISON COUNTY COMMISSION INVENTORY TRANSACTIONS

## GENERAL INFORMATION

DATE: DEPARTMENT NAME & NUMBER:

DELETION: DONATION:

TRANSFER:  
*List Account Numbers:* FROM: TO:

## ASSET DETAILS

ASSET NUMBER:

DESCRIPTION OF ITEM:

SERIAL NUMBER: MODEL NUMBER:

MANUFACTURER NAME: DATE SOLD or RETIRED:

PROCEEDS FROM SALE:

COMMENTS:

DEPARTMENT HEAD SIGNATURE:

---

FINANCE DEPARTMENT USE:

ENTERED BY:

DATE ENTERED:

SCANNED AND ATTACHED: