

Inventory

Property Records requests that each location communicate with their staff when the inventory will be performed for their location. Please have staff members bring in any assets (ex: Laptops, iPads, Radios, etc.) that may be at their homes and leave at the location until the inventory is completed for your location.

Disposition/Transfer Forms

We have two different forms that we use to direct property and equipment. The first form is called a **disposition form**

Where to find a Property Disposition & Transfer Form

