MONTGOMERY COUNTY
TENNESSEE
PURCHASING

# Request to Transfer County Equipment and/or Supplies

The Tennessee Code Section 5-14-105 paragraphs (3) and (6) provide for the transfer between county departments and agencies of supplies and equipment on hand, which are surplus with one department or agency, but which may be needed by another or others; and for the disposal by sale, after receipt of competitive bids, of supplies, materials, and equipment which are obsolete or unusable.

Please **print** form, obtain necessary signatures, and forward to Purchasing.

## Transfer the following equipment:

From: _____
To: _____
Date: _____

1. _____
2. _____
3. _____
4. _____

## Turn in the following equipment for disposal by sale:

1. _____
2. _____
3. _____
4. _____

Official or Department Head: _____ Purchasing Agent: _____

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