PINAL COUNTY

Pinal County Asset Change Report:

Fixed Assets

Originating Department: Pinal County Sheriff's Office

Date Of Disposal/Transfer _____

Originating Cost Center: _____

Department Contact: Chief Bryan Harrell Ext: _____

Pickup Location: Florence

Reason for Designated Action: Retiring

Transfer

Department Receiving Asset _____ Cost Center _____

Type of Disposal

Choose those that apply

Lost	☐	Auction	☐
Stolen	☐	E-waste	☐
Trade-in	☐	Donated	☐
Returned	☐	Disposed	☐
Other	✔	ACIP-Insurance	☐

Asset Tag Information

Asset Tag #	Description	Serial Number	Unit #
	K9 Oreo		

Authorized Approval Signatures:

Originating Department (Signature) _____ (Print) BRYAN HARRELL Date 5-19-25

Receiving Department (Signature) _____ (Print) Daniel Diaz Date 5-19-25

Fleet Director (Signature) *(For Vehicles only)* _____ (Print) _____ Date _____

For Finance Only

CFO (Signature)	Date	Capital Assets Accountant (Initial)	
		Date Completed	

In order for the form to be valid, please ensure the following:

1. **Submit all backup with this form. (Email, Schedules, Invoices, removal receipts, ewaste receipt, logs, etc.)**
2. **Fill out all sections to keep disposal timely.**
3. **If the form is for a transfer, an authorized signature from the receiving department is required**

Once completely filled out with proper backup, please scan documents to kayla.willman@pinal.gov