



**Cochise County Procurement Department - Office of Property Manager**  
**REQUEST FOR AUTHORIZATION TO DISPOSE OR TRANSFER EQUIPMENT TO ANOTHER DEPARTMENT**

**Appendix C**

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Trade In: \_\_\_\_\_

Transfer To: \_\_\_\_\_

Auction: \_\_\_\_\_

Address: \_\_\_\_\_

Other: \_\_\_\_\_

TAG #	DESCRIPTION YEAR / MAKE / MODEL	CONDITION	SERIAL #	COMMENTS:

Condition:   O - Operable      F - Fair      I - Inoperable      S - Scrap

**\* If Grant Funded section below is not marked, the form will be returned to the Department.**

Grant Funded:       No       Yes      If Yes, for:       State       Federal

Gaining Department Head/Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Losing Department Head/Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Property Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**\*For Transfers, Gaining and Losing Departments must sign.**

Return Completed Form to: Cochise County Property Manager  
 Cochise County Procurement Department, 1415 Melody Lane, Building C, Bisbee AZ 85603  
 Email: CSproule@cochise.az.gov Phone: 520-432-8399