

# PM-2 Training

# PM-2 FORM

COUNTYWIDE P & P #1100 (REV 5/8/96)

# 22128

## SALT LAKE COUNTY PERSONAL PROPERTY TRANSFER/DISPOSAL/INTERNAL SALE FORM PM-2

TRANSFERRING FUND # \_\_\_\_\_ ORGANIZATION # \_\_\_\_\_ ORGANIZATION NAME \_\_\_\_\_

TRANSFER TYPE \_\_\_\_\_ TRANSFER DATE \_\_\_\_\_

RECEIVING FUND # \_\_\_\_\_ ORGANIZATION # \_\_\_\_\_ ORGANIZATION NAME \_\_\_\_\_

FIXED ASSET/PROPERTY ID #	PERSONAL PROPERTY DESCRIPTION	VEHICLE VIN NUMBER/SERIAL #	CONDITION OF ITEM	NEW LOCATION #	BID/AUCTION & SALE AMOUNT

### FIXED ASSET TRANSFER/DISPOSAL/INTERNAL SALE CODES

- A) TRANSFER TO OTHER ORGANIZATIONS
- B) INTERNAL SALE TO/FROM PROPRIETARY FUND
- C) TRADE-IN TO VENDOR/NEW EQUIP.PURCHASE (EXPLANATION ATTACHED)
- D) CONSIGNED TO SURPLUS FOR TRANSFER/DISPOSAL/SALE
- E) UNACCOUNTED FOR/DESTROYED/LOST (COMMISSION LETTER REQUIRED)
- F) STOLEN (REFER TO COUNTYWIDE POLICY 1125 PARAGRAPH 2.2.10)

### INSTRUCTIONS FOR INTERNAL SERVICE/ENTERPRISE FUNDS

- 1) ITEMS TRANSFERRED TO OR FROM PROPRIETARY FUNDS WITH AN ORIGINAL COST OF \$10,000 OR MORE MUST HAVE AN AGREED UPON PRICE BEFORE THE TRANSFER CAN TAKE PLACE.
- 2) IF YOUR ORGANIZATION INTENDS TO RESERVE SURPLUS EQUIPMENT FOR THE NEXT AVAILABLE SALE, YOU MUST MAKE STORAGE ARRANGEMENTS WITH THE PROPERTY AGENT IN PURCHASING BEFORE DELIVERY OF ITEMS.

TRANSFERRING AGENT (AUTHORIZED) (PRINT): \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

RECEIVING AGENT (AUTHORIZED) (PRINT): \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

SIGNATURE OF SURPLUS PROPERTY AGENT (AS CONSIGNEE OR AGENT): \_\_\_\_\_

SIGNATURE OF AUDITOR: \_\_\_\_\_

PM-2'S NOT PROPERLY SIGNED BY BOTH THE TRANSFERRING AND RECEIVING ORGANIZATION AND/OR SURPLUS PROPERTY AGENT WILL BE RETURNED AND DELIVERY OF SURPLUS ITEM REFUSED

# INSTRUCTIONS FOR COMPLETING THE PM-2

1. On the first line fill in your agencies:

- Fund: #
- Organization: #
- Organization name:

TRANSFERRING FUND # \_\_\_\_\_ ORGANIZATION # \_\_\_\_\_ ORGANIZATION NAME \_\_\_\_\_

# Step #2

## 2. Fill in Surplus Warehouse information

- Receiving Fund: # 110
- Organization: #3101
- Organization Name: Surplus

RECEIVING FUND # \_\_\_\_\_ ORGANIZATION # \_\_\_\_\_ ORGANIZATION NAME \_\_\_\_\_

# Step #3

## 3. Fill in

- Fixed Asset Transfer/Disposal Type:

"A" - Transfer to other organization.

"D" - Consigned to Surplus for Transfer/Disposal/Sale.

TRANSFER TYPE \_\_\_\_\_

# Step #4

4. Fill in

- **Transfer Date**: (*Actual day the items are being transferred*)

TRANSFER DATE \_\_\_\_\_

# Step #5

5. Fill in

- Fixed Asset/Property ID#

FIXED ASSET/PROPERTY ID #

## Step #6

9. When applicable, the Salt Lake County Property Tag Number should be filled in on each line item.



# Step #7

6. Fill in

- Personal Property Description

PERSONAL PROPERTY DESCRIPTION

# Step #8

10. The description must be filled in on each line item.

# Step #9

7. Fill in

- Serial #

VEHICLE VIN NUMBER/SERIAL #


# Step #10

11. When there is no Property Tag Number, the **Serial Number** (if available) should be recorded in column 3.

VEHICLE VIN NUMBER/SERIAL #

# Step #11

8. Be sure to fill in all applicable information for each item being transferred. The column for "Condition of Item" must be filled out for each line item.

Suggestions for terms are:

- **Excellent** – Updated and in good working condition. Still usable
- **Good** – Working condition, old technology
- **Poor** – Marginal functionality
- **Scrap** – No value

CONDITION OF ITEM

# Step 12

- No entry is required in the **New Location # Column**

# Step 13

- No entry is required in the **Bid/Auction & Sale Amount Column**

## 5-Items or more

1. If you have more than 5 items listed on your PM2, you should identify each line item with a number in the left margin of the PM2 form
2. The corresponding number should be securely taped on the item being transferred.



# Signed PM-2

Have the PM2 signed by your agency's property manager prior to bringing items to the warehouse.

## Warning:

PM-2'S NOT PROPERLY SIGNED BY PROPERTY AGENT or FILLED OUT COMPLETELY MAY BE RETURNED AND DELIVERY OF SURPLUS ITEMS Denied.