



Gilchrist County BOCC
Finance Department
Property Disposition Request Form

This form is to be used to request the disposition of assets by department.

Date: _____

Department: _____

Location: _____

County ID #	Manufacturer	Model Number	Serial Number	Cost

Justification: _____

Method of Disposition: _____

MUST BE COMPLETED AND SIGNED BY DEPARTMENT HEAD

Name: _____ Date: _____

Signature: _____

Approved: _____

Board of County Commissioners

Complete this form and submit signed original to the Finance Department,
and retain a copy of the submitted form for your records.