



GREGORY C. HARRELL
CLERK OF COURT AND COMPTROLLER MARION COUNTY, FLORIDA
P.O. BOX 1030 OCALA, FLORIDA 34478-1030
TELEPHONE (352) 671-5520 WWW.MARIONCOUNTYCLERK.ORG
ACQUISITION - DISPOSITION FORM



TO: Finance

From: Information Technology

Date: 06/13/2025

ASSET IS RETIRED ADD BACK TO INVENTORY:

☐

Asset#	Location	Serial Number
See Attached List		
Description		Year Aquired
See attached list		

Acquisition: ☐

Asset/Vehicle Number Being Replaced:
(If Applicable)

Please attach a copy of the invoice
for acquisitions

Disposal: ☒

Disposal Reason:

Disposal Method:

Recycled

Disposal Location:

Transfer: ☐

Department Receiving Transfer:

Authorized Signature: Vann, Michael Digitally signed by Vann, Michael
Date: 2025.06.13 11:58:16 -04'00'

Secondary Signature:

(If Applicable)

Fleet Signature:

(If Applicable)

BCC Chairman Signature: _____

Forward copy of approved form to: Clerk of Court and Comptroller-Finance Department. Please include a copy of the loss report for all risk claims.

Use SEE ATTACHED in the Asset# column for disposal lists.