

Scrap Disposal for Revenue Chain of Custody

When it is determined that there is scrap material (e.g. metals) to be taken or shipped to the non-county Recycling Center for payment, the following form should be used to document the process. **** Copy of form maintained in UBCS and one maintained at Division/Unit.**

1) Authorization approval to send material to recycle facility: FUND CODE:

Authorized to dispose of recycle material (supervisor/mgr): Print Name:

Signature: _____ Date: _____

Material disposal assigned to: Print Name: Kevin Anderson _ (staff or transporter)

Disposal observer/transporter: Print Name: _____ Signature: _____

Date and time of Shipment: _____ Documentation attached? Yes No

Supervisor/Mgr acknowledging disposal - Initial _____ Date: _____

Transmit To: UBCS to track load and scan/attach any receipts or load slips with this chain of custody.

Email/Mail date: _____ [Dropped off date: _____ Receipt initials _____]

2) If a check from Recycle facility is received and is transferred to Utility Billing: (Attach copy of weigh slip and check)

Check amount: _____ Check#: _____

Staff member relinquish check: Kevin Anderson Date: _____

Supervisor receives check: _____ Date: _____

• **If send interoffice:** _____ **Date sent:** _____

• **Name of Sender:** _____ **Signature:** _____

Transmit Custody form with check and weigh slip)

3) Supervisor transfers check and weigh slip to UBCS for final processing. Ensure check amount is consistent with amount above received from Recycle Facility.

Check amount:\$ _____ Reconciled with Payment receipt? Yes No If no, why? _____

Relinquished by Supervisor: _____ Date: _____ Circle: IO mail or Drop off

Receive by UBCS: Name: _____

Date: _____ Signature: _____