

AGENDA ITEM # 32

October 28, 1997

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Consider approving the transfer of the following fixed asset from Tax Assessor Collector to Maintenance:

(1) copier                      Minolta EP 4233                      A108524

Moved: Commissioner Hays

Seconded: Commissioner Mehevec

Motion: To approve the transfer of fixed asset from Tax Assessor Collector to Maintenance:

(1) copier                      Minolta EP 4233                      A108524

Vote: Motion carried 5 - 0

< Clerk copy here >

### CHANGE OF FIXED ASSET STATUS

DATE 10-21-97

THE FOLLOWING FIXED ASSET IS TO BE: (Circle One)

TRANSFERRED

SOLD

DISPOSED

### FIXED ASSET

Quantity	Description	Model	Serial #
1	Copier	Minolta EP 4233	A108524

FROM (Transferor): TAX A/C

TO (Transferee): Maintenance

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.

Robert M. Hunt  
Transferor - Elected Official/Department Head

W. H. Benedict  
Transferee - Elected Official/Department Head

approved 10-28-97  
John C. Dauphin

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AGENDA ITEM # 33

October 28, 1997

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Consider approving transfer of the following fixed asset from Auditor to Maintenance:

(1) Right Return Oak

Moved: Commissioner Hays

Seconded: Commissioner Mehevec

Motion: To approve transfer of fixed asset from Auditor to Maintenance:

(1) Right Return Oak

Vote: Motion carried 5 - 0

< Clerk copy here >

CHANGE OF FIXED ASSET STATUS

DATE 10/13/97

THE FOLLOWING FIXED ASSET IS TO BE: (Circle One)

TRANSFERRED

SOLD

DISPOSED

FIXED ASSET

Quantity	Description	Model	Serial #
<u>1</u>	<u>Right Return - Oak</u>		

FROM (Transferor): Auditor

TO (Transferee): Maintenance

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.

[Signature]  
Transferor - Elected Official/Department Head

[Signature]  
Transferee - Elected Official/Department Head

approved 10-28-97  
John C. Daylen  
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