

Consider approving the disposal of the following fixed asset from Justice of the Peace Precinct #1.

(1) Shredder

GBC926

A109554

Moved: Judge Doerfler

Seconded: Commissioner Hays

Motion: To approve the disposal of the following fixed asset from Justice of the Peace Precinct #1.

(1) Shredder

GBC926

A109554

Vote: Motion carried 5 - 0

&lt; Clerk copy here &gt;

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## 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	Shredder	Model GBC 926	Tag # A109554

Please remove this item from inventory list for Dept. 451. See Note Below

FROM (Transferor): Justice of the Peace Pct. One (Dept 451)TO (Transferee): NONE

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.

Leticia Ott, Justice of the Peace  
Transferor - Elected Official/Department Head

approved 11-9-97  
John C. Doerfler

Transferee - Elected Official/Department Head

NOTE: This shredder broke and we returned it to Eagle Office Products for warranty coverage. We were informed that it was out of their warranty and would have to be returned to the manufacturer. They packaged it and returned it to my office for mailing. Carla Heller mailed it through the U.S. Post Office but it was not insured. We have checked for six months to find the item. It was never received by the manufacturer and the post office tried tracing it and has been unable to locate the package. Please remove this as disposed due to its inoperable condition and the subsequent loss.

AGENDA ITEM # 27November 4, 1997\*Consider approving the selling of the following fixed assets from Juvenile Services:

(1) Small refrigerator	FN25N-40	
(1) monitor	CPD15F13	8160765

Moved: Judge Doerfler

Seconded: Commissioner Hays

Motion: To approving selling the following fixed assets from Juvenile Services:

(1) Small refrigerator	FN25N-40	
(1) monitor	CPD15F13	8160765

Vote: Motion carried 5 - 0

&lt; Clerk copy here &gt;