

Consider approving sale of following fixed assets from Auditor at next auction:

(2) green letter file cabinets

Moved: Commissioner Boatright

Seconded: Commissioner Hays

Motion: To approve sale of following fixed assets from Auditor at next auction:

(2) green letter file cabinets

Vote: Motion carried 4 - 0

< Clerk copy here >

CHANGE OF FIXED ASSET STATUS

DATE 9-21-98

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

TRANSFERRED

SOLD at next Auction  
DISPOSED

FIXED ASSET

<u>Quantity</u>	<u>Description</u>	<u>Model</u>	<u>Serial #</u>
<u>2</u>	<u>Green Letter File Cabinet - Letter Size</u>		

FROM (Transferor): Auditor's Office

TO (Transferee): \_\_\_\_\_

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

approved 9-29-98  
John A. Dwyer

\_\_\_\_\_  
Transferee - Elected Official/Department Head