

AGENDA ITEM 7

Consider transferring 1 Dell Quietkey Keyboard, 1 Microsoft PS/2 mouse, 1 Dell Trinitron Monitor, and 1 XPS D233 Dell CPU from IT to County Court #1.

Moved: **Commissioner Hays**

Seconded: **Commissioner Boatright**

Motion: To transfer 1 Dell Quietkey Keyboard, 1 Microsoft PS/2 mouse, 1 Dell Trinitron Monitor, and 1 XPS D233 Dell CPU from IT to County Court #1.

Vote: 4 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE 11-18-02

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

TRANSFERRED

SOLD

DISPOSED

FIXED ASSET

Quantity	Description	Model	Serial#
1	Dell Quietkey Keyboard		
1	Microsoft PS/2 mouse		
1	Dell Trinitron Monitor		8148715
1	XPS D233 Dell CPU		CQ L91

FROM (Transferor): ITS

TO (Transferee): County Court At Law # 1

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

Mike Heiligenstein

Copy sent to
Melanie - Audit