

AGENDA ITEM 11

Consider authorizing the transfer of the following assets from Pct. #3 to Auction:

- 1 Okifax 1000 - Okidata Serial #46GO1401-022518 WCA 1087
- 1 Swintec 8014-S typewriter WCA 104-711 + wooden typewriter desk
- 1 AT&T answering machine WCA 108776

Moved: Commissioner Boatright

Seconded: Commissioner Hays

Motion: To authorize the transfer of the following assets from Pct. #3 to Auction:

- 1 Okifax 1000 - Okidata Serial #46GO1401-022518 WCA 1087
- 1 Swintec 8014-S typewriter WCA 104-711 + wooden typewriter desk
- 1 AT&T answering machine WCA 108776

Vote: 4 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE 4-23-02

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

TRANSFERRED

SOLD

DISPOSED

*WC auction?*

FIXED ASSET

Quantity	Description	Model	Serial #
1	Okifax 1000 - Okidata		46GO1401-022518 (WCA 10877)
1	Swintec 8014-S - elec. typewriter (+ wooden typewriter desk)		(WCA 1047)
1	AT&T answering machine		A108776

FROM (Transferor): David S. Hays

TO (Transferee): WC auction

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.

David S. Hays  
Transferor - Elected Official/Department Head

Transferee - Elected Official/Department Head

*approved 5-7-02  
John C. Daupler*

**AGENDA ITEM 12**

Consider authorizing the transfer of the following assets from (SO/570) to Auction:  
 1 HP Laserjet printer model 4M Serial #JPBG114259.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Hays**

Motion: To authorize the transfer of the following assets from (SO/570) to Auction:  
 1 HP Laserjet printer model 4M Serial #JPBG114259.

Vote: 4 - 0

< Attachment >

**CHANGE OF FIXED ASSET STATUS**

DATE: 04-24-02

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

TRANSFERRED

SOLD

DISPOSED

<u>Quantity</u>	<u>Description</u>	<u>Model</u>	<u>Serial #</u>
<u>1</u>	<u>HP Laserjet Printer</u>	<u>4M</u>	<u>JPBG114259</u>

FROM (Transferor): SHERIFF (570)  
 TO (Transferee): AUCTION

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 5-7-02  
John C. Dwyer

Transferee - Elected Official/Department Head

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**CHANGE OF RECORD STATUS**

STORED: \_\_\_\_\_  
 Description of Records (include dates)

\_\_\_\_\_ # of boxes \_\_\_\_\_ Time of Storage

DISPOSED: \_\_\_\_\_  
 Description of Records (include dates)

\_\_\_\_\_ # of boxes \_\_\_\_\_ Date of Disposal

\_\_\_\_\_  
 Supervisor