

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

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