

AGENDA ITEM 12

Transfer the following fixed assets from HR/Payroll to the Auditor's Office. (List filed with official minutes.)

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To approve transfer of fixed assets from HR/Payroll to the Auditor's Office as listed.

Vote: 4 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE _____

The following fixed asset is to be: (Circle one)

TRANSFERRED

SOLD

DISPOSED

DONATED

Fixed Asset:

Quantity

Description

Model

Serial #

See attached List

Transferred Asset:

FROM (Transferor): HR / Payroll

TO (Transferee): County Auditor

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.

Donated Asset:

Fair Market Value: _____

FROM (Donor): _____

TO (Recipient): _____

The Donor requests that this fixed asset be added to the Recipient's inventory.

[Signature]
Transferor/Donor – Elected Official/Department Head

[Signature]
Transferee/Recipient – Elected Official/Department Head

Approved 8-6-02
John C. Doerfler