

AGENDA ITEM 14

Consider approving the transfer of Windows 97 Office Software from Auction to County Clerk.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Boatright**

Motion: To approve the transfer of 1 copy of Microsoft Office 97 software from auction to County Clerk.

Vote: 4 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE 11/26/02

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

TRANSFERRED

SOLD

DISPOSED

DONATED

Fixed Asset:

Quantity

Description

Model

Serial #

1 97 Office 4090-1456282

Transferred Asset:

FROM (Transferor): Auction

TO (Transferee): ~~County Clerk~~ County Clerk Nancy Ruster

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.

Transferor/Donor – Elected Official/Department Head

Nancy E. Ruster

Transferee/Recipient – Elected Official/Department Head

approved 12-3-02
John C. Danfler