

**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

&lt; Attachment &gt;

**CHANGE OF FIXED ASSET STATUS**DATE 11/26/02

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

TRANSFERRED

SOLD

DISPOSED

DONATED

Fixed Asset:

QuantityDescriptionModelSerial #197 Office4090-1456282

Transferred Asset:

FROM (Transferor): AuctionTO (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