

AGENDA ITEM 12

Consider approving the transfer of various office equipment from Auditor to auction. (List filed with official minutes.)

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To approve the transfer of various office equipment from Auditor to auction.

Vote: 5 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE 4-1-03

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

TRANSFERRED

SOLD

DISPOSED

DONATED

Fixed Asset:

<u>Quantity</u>	<u>Description</u>	<u>Model</u>	<u>Serial #</u>
1	Panasonic 7000 Typewriter	KX-E7000	A111390 (City Tag)
1	Dell Monitor (Color)	D1025TM	1114235
1	Dell Inspiron 5000e Laptop	PPM	DS/N TW-0954VN-125141-0A1 1924
1	Dell Docking station	TSR9PN3	
1	Dell Laptop Carrying case (black)		

Transferred Asset:

FROM (Transferor): Auditors Office

TO (Transferee): to be sold @ county 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.


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

Transferee/Recipient – Elected Official/Department Head

approved 4-8-03
John C. Doerfler