

AGENDA ITEM 12

Consider approving the transfer of computer equipment from the Extension Office to auction.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Hays**

Motion: To approve the transfer of computer equipment from the Extension Office to auction.

Vote: 4 - 0

<Attachment>

CHANGE OF FIXED ASSET STATUS

DATE 5-28-03

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	Pentium Computer		0006919036
1	Okidata Printer		GE7100A
1	Cannon Bubble Jet Printer		STL40178
1	HP Scan Jet 3C		US00040808
1	Gateway Monitor		8619673

Transferred Asset:

FROM (Transferor): Extension

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.

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