

AGENDA ITEM 9

Consider approving the transfer of a fax machine from Tax Assessor/Collector to ITS.

Moved: Commissioner Boatright

Seconded: Commissioner Limmer

Motion: To approve the transfer of a fax machine from Tax Assessor/Collector to ITS.

Vote: 5 - 0

< Attachment >

Change of Fixed Asset Status

Date: 8/27/03

The following Fixed Asset is to be: (Circle One)

Transferred

Sold

Disposed

Fixed Asset


Quantity	Description	Model	Serial #
One	Fax Machine	Omnifax L535	6011386

From (Transferor): Deborah M. Hunt – Tax Assessor/Collector

To (Transferee):_____ITS

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.

Debra M. Gend
Transferor - Elected Official/Department Head


Transferee – Elected Official/Department Head

C:\Data\Word\Becky\Forms\transfer auction form.doc

Approved 9-9-03
John C. Doerfler

AGENDA ITEM 10

Consider approving the transfer of an HP Deskjet 690C and an Okidata Microline 320 from Sheriff's Office to Auction.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Limmer**

Motion: To approve the transfer of an HP Deskjet 690C and an Okidata Microline 320 from Sheriff's Office to Auction.

Vote: 5 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE: 8-5-03

THE FOLLOWING FIXED ASSET IS TO BE: (Circle One)

TRANSFERRED

SOLD

DISPOSED

<u>Quantity</u>	<u>Description</u>	<u>Model</u>	<u>Serial #</u>
<u>1</u>	<u>HP Deskjet 690C</u>		<u>US6551E015</u>
	<u>Broken</u>		

FROM (Transferor): Westside Wcs05 Sheriff's Office

TO (Transferee): dispose | ~~to~~ 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.

X [Signature]
Transferor - Elected Official/Department Head

Transferee - Elected Official/Department Head

CHANGE OF RECORD STATUS

STORED: _____

Description of Records (include dates)

of boxes

Time of Storage

DISPOSED: _____

Description of Records (include dates)

of boxes

Date of Disposal

Supervisor

approved 9-9-03
John C. Daupler