

AGENDA ITEM 11

Consider approving the transfer of 1 Dell Computer Dimension V350, 1 Dell Monitor, 1 set of speakers, and 1 fax machine from Commissioner, Pct. #1 to auction.

Moved: **Commissioner Hays**

Seconded: **Commissioner Boatright**

Motion: To approve the transfer of 1 Dell Computer Dimension V350, 1 Dell Monitor, 1 set of speakers, and 1 fax machine from Commissioner, Pct. #1 to auction.

Vote: 3 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE 01/07/02

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

TRANSFERRED

SOLD

DISPOSED

DONATED

Fixed Asset:

Quantity

Description

Model

Serial #

<u>1</u>	<u>DELL COMPUTER DIMENSION V350</u>	<u>IGV6I</u>
<u>1</u>	<u>DELL MONITOR - SN 84779-DKDXS-88</u>	
<u>1</u>	<u>SET OF SPEAKERS - A109867</u>	
<u>1</u>	<u>FAX MACHINE / CANON MULTIPASS C5500</u>	

Transferred Asset:

FROM (Transferor): COMMISSIONER PCT. ONE

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): COMMISSIONER PCT. ONE

TO (Recipient): _____

The Donor requests that this fixed asset be added to the Recipient's inventory.

Mary Clark

Transferor/Donor - Elected Official/Department Head

Mike Hedges

Transferee/Recipient - Elected Official/Department Head