

AGENDA ITEM 12

Consider approving the transfer of 1 Dell Quiet key Keyboard, 1 Microsoft PS/2 mouse, 1 Dell Trinitron Monitor, and 1 XPS D233 Dell CPU from ITS to County Court #2.

Moved: **Commissioner Hays**

Seconded: **Commissioner Boatright**

Motion: To approve the transfer of 1 Dell Quiet key Keyboard, 1 Microsoft PS/2 mouse, 1 Dell Trinitron Monitor, and 1 XPS D233 Dell CPU from ITS to County Court #2.

Vote: 3 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE 11-18-02

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

TRANSFERRED

SOLD

DISPOSED

FIXED ASSET

| Quantity | Description | Model | Serial# |
|----------|--------------------------------------|-------|---------|
| 1 | Dell Quietkey Keyboard | | |
| 1 | Microsoft PS/2 PS/2 mouse | | |
| 1 | Dell Trinitron Monitor | | 8148312 |
| 1 | XPS D233 Dell CPU | | CQL84 |

FROM (Transferor): ITS

TO (Transferee): County Court At Law # 2

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.

[Signature]
Transferor Elected Official/Department Head

[Signature: Suzanne Brooks]
Transferee Elected Official/Department Head

original sent to Melanie @ Auditor's office. de