

**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 <del>PS/2</del> 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*