

**AGENDA ITEM 12**

Consider approving transfer of a Dell PC, monitor, keyboard, mouse, and speakers from Benefits to Elections.

Moved: Commissioner Boatright

Seconded: Judge Doerfler

Motion: To approve transfer of a Dell PC, monitor, keyboard, mouse, and speakers from Benefits to Elections.

Vote: 5 - 0

< Attachment >

**CHANGE OF FIXED ASSET STATUS**

DATE January 8, 2003

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

TRANSFERRED

SOLD

DISPOSED

**FIXED ASSET**

Quantity	Description	Model	Serial #
1	Dell PC	V400	OCKT8
1	Dell Monitor		5322DB29SP 39
1	Dell Keyboard		
1	Microsoft Mouse		
1	Speakers		

FROM (Transferor): Human Resources Dept. Benefits MD

TO (Transferee): Elections Dept.

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]  
Transferee - Elected Official/Department Head

approved 1-28-03  
John C. Doerfler