

AGENDA ITEM 18

Consider approving the transfer of non-working fax and paper shredder from Commissioner Pct. #4 to auction.

Moved: Commissioner Heiligenstein

Seconded: Commissioner Boatright

Motion: To approve the transfer of non working fax and paper shredder from Commissioner Pct #4 to auction.

Vote: 5 - 0

<Attachment>

CHANGE OF FIXED ASSET STATUS

DATE 3-17-03

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

TRANSFERRED

SOLD AT AUCTION

DISPOSED

FIXED ASSET

Quantity	Description	Model	Serial#
1	BROTHER FAX (NOT WORKING)		HS1650647
1	FELLOWES PAPER SHREDDER (NOT WORKING UNIT LOCKED UP & OUT OF WARRANTY)	PS60-2	010915E100

FROM (Transferor): Comm #4

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.

Frankie Pennington
Transferor Elected Official/Department Head

John C. Dayler
Transferee Elected Official/Department Head

approved 3-25-03
John C. Dayler

Please
have
someone
pick up
these items!