

**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

*Please  
have  
someone  
pick up  
these items!*

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

Transferee Elected Official/Department Head

*approved 3-25-03  
John C. Dayler*

**AGENDA ITEM 19**

Consider approving the transfer of 1 Canon laser printer from Commissioner Pct. #1 to auction.

Moved: Commissioner Heiligenstein

Seconded: Commissioner Boatright

Motion: To approve the transfer of 1 Canon laser printer from Commissioner Pct #1 to auction.

Vote: 5 - 0

<Attachment>

### CHANGE OF FIXED ASSET STATUS

DATE 3/04/03

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

TRANSFERRED

SOLD

DISPOSED

DONATED

Fixed Asset:

Quantity

Description

Model

Serial #

1 ASER PRINTER CANON LBP 85X A108707

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): \_\_\_\_\_

TO (Recipient): \_\_\_\_\_

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

Mary Clark

Transferor/Donor -- Elected Official/Department Head

approved 3-25-03  
John C. Day

Transferee/Recipient -- Elected Official/Department Head