

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