

AGENDA ITEM 20

Consider approving the transfer of 1 bookcase from auction to Commissioner Pct. #4.

Moved: **Commissioner Heiligenstein**

Seconded: **Commissioner Boatright**

Motion: To approve the transfer of 1 bookcase from auction to Commissioner Pct. #4.

Vote: 5 - 0

<Attachment>

CHANGE OF FIXED ASSET STATUS

DATE 3-11-03

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

TRANSFERRED

SOLD

DISPOSED

FIXED ASSET

Quantity	Description	Model	Serial#
<u>1</u>	<u>BOOKCASE</u>		

FROM (Transferor): Auction

TO (Transferee): Commissioner Pct #4

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.

Franklin Lemmon
Transferor Elected Official/Department Head

John C. Dayler
Approved 3-25-03

Transferee Elected Official/Department Head

