

AGENDA ITEM 9

Consider approving the transfer of a HON legal file cabinet from Juvenile Services to County Court #2.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Heiligenstein**

Motion: To approve the transfer of a HON legal file cabinet from Juvenile Services to County Court #2.

Vote: 5 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE 3-5-03

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

TRANSFERRED

SOLD

DISPOSED

FIXED ASSET

Quantity	Description	Model	Serial #
1	HON Tan Regal 4-Drawer Locking File Cabinet		

FROM (Transferor): Juvenile Services

TO (Transferee): ~~JTS~~ CC# 2

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.

Transferor - Elected Official/Department Head

Transferee - Elected Official/Department Head

approved 4-1-03
John C. Daefler

MAR 10 2003

CLERK'S OFFICE