

AGENDA ITEM 13

Consider approving the transfer of office furniture from Auditor to auction. (List filed with official minutes)

Moved: **Commissioner Hays**

Seconded: **Judge Doerfler**

Motion: To approve the transfer of office furniture from Auditor to auction.

Vote: 5 – 0

<Attachment>

CHANGE OF FIXED ASSET STATUS

DATE 5-21-03

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

TRANSFERRED

SOLD

DISPOSED

DONATED

Fixed Asset:

Quantity

Description

Model

Serial #

1

Chair - Broken

1

Coat Rack - Broken

Transferred Asset:

FROM (Transferor): Auditor's OFFICE

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.

Kathy W. [Signature]

Transferor/Donor – Elected Official/Department Head

Transferee/Recipient – Elected Official/Department Head

approved 5-27-03
John C. Doerfler