

AGENDA ITEM 13Consider transferring books from District Attorney to auction.Moved: **Commissioner Hays**Seconded: **Judge Doerfler**

Motion: To approve the transfer of books from the District Attorney to auction.

Vote: **4 – 0. Commissioner Limmer was absent from the dais.**

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE: June 12, 2003

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

TRANSFERRED**SOLD****DISPOSED****DONATED**

Fixed Asset:

QuantityDescriptionModelSerial #

12

Shepard's Texas

Citations 1993 Edition

Hard bound volumes

2

Shepard's Texas

Citations Supplements

Paperback

Transferred Asset:

FROM (Transferor): Williamson County District Attorney'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.


 Transferor/Donor – Elected Official/Department Head

 Transferee/Recipient – Elected Official/Department Head