

AGENDA ITEM 24

Consider approving the transfer of 1 Dell 4100 Computer, 1 Dell M781s Monitor, and 1 Keyboard, Mouse, and Speakers.

Moved: **Commissioner Heiligenstein**

Seconded: **Commissioner Hays**

Motion: To approve the transfer of 1 Dell 4100 Computer, 1 Dell M781s Monitor, and 1 Keyboard, Mouse, and Speakers.

Vote: 4 - 0. **Commissioner Boatright** was absent from the dais.

< Attachment >

TRANSFER of FIXED ASSET

Date: 6-20-03

The following fixed asset(s) should be (check one):

☒ Transferred to another department

☐ Sold At Auction

Quantity Brief Description (model, serial number, asset tag number, etc)

1 Dell 4100 computer Serial Nr HFCT701

1 Dell m781s monitor Serial NR MY-D688EN-47603-0B1-ADT6

1 Key board, Mouse, Speakers

The transferor requests that this fixed asset be removed from the inventory for their office and either placed in the Transferee's office as of the date shown above, OR sold at auction as indicated by the choice above.

From: 
Transferor department head or elected official

County Court at Law 2
Department Name

To: ITS
Transferee department head or elected official
(not needed if being sold at auction)

I. T. S.
Department Name

approved 7-22-03
John C. Doeffler