

AGENDA ITEM 14

Consider approving the transfer of a secretarial chair from Sheriff's Office to auction.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Boatright**

Motion: To approve the transfer of a secretarial chair from Sheriff's Office to auction.

Vote: 4 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE: 7-22-03

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

TRANSFERRED

SOLD

DISPOSED

<u>Quantity</u>	<u>Description</u>	<u>Model</u>	<u>Serial #</u>
<u>1</u>	<u>Burgandy Secretarial</u>		
	<u>Chair - Broken</u>		

FROM (Transferor): Sheriff's Office

TO (Transferee): dispose

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.

Bill Limmer
Transferor - Elected Official/Department Head

Transferee - Elected Official/Department Head

CHANGE OF RECORD STATUS

STORED: _____
Description of Records (include dates)

of boxes Time of Storage

DISPOSED: _____
Description of Records (include dates)

of boxes Date of Disposal

Supervisor

approved 8-5-03
John C. Doeyle