

AGENDA ITEM 10Consider approving the transfer of a filing cabinet from auction to EMS.Moved: **Commissioner Boatright**Seconded: **Commissioner Heiligenstein**

Motion: To approve the transfer of a filing cabinet from auction to EMS.

Vote: 5 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUSDATE 09/24/2003

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

TRANSFERRED

SOLD

DISPOSED

DONATED

Fixed Asset:

<u>Quantity</u>	<u>Description</u>	<u>Model</u>	<u>Serial #</u>
1	4-Dr Filing Cabinet	Hon	A106200

Transferred Asset:

FROM (Transferor): AuctionTO (Transferee): EMS

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

Revised May 29, 2002

approved 9.30.03
John C. Daeyfles

AGENDA ITEM 11

Consider approving the transfer of various computer equipment from URS to auction.

Moved: Commissioner Boatright

Seconded: Commissioner Heiligenstein

Motion: To approve the transfer of various computer equipment from URS to auction.
Vote: 5 - 0

Vote: 5 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE 09/24/03

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

TRANSFERRED

SOLD

DISPOSED :

FIXED ASSET

<u>Quantity</u>	<u>Description</u>	<u>Model</u>	<u>Serial #</u>
1	Dell Keyboard	QuietKey	3862A246
1	Gateway 2000 Keyboard	2196003	01250305
1	CTX Monitor	1451C	280-55105797
1	Gateway 2000 HardDrive	G5-166	0007545840
1	Dell Monitor	M780	5322DELYJV49 3872E808
1	Dell Trinitron Monitor	D825TM	8214942

FROM (Transferor): Williamson County U.R.S.

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.

Transferor - Elected Official/Department Head

Transferee - Elected Official/Department Head