

AGENDA ITEM 14

Consider approving the transfer of a Minolta fax machine from Tax Assessor/Collector to auction.

Moved: **Commissioner Hays**

Seconded: **Commissioner Boatright**

Motion: To approve the transfer of a Minolta fax machine from Tax Assessor/Collector to auction.

Vote: **5 - 0**

< Attachment >

Change of Fixed Asset StatusDate: March 25, 2004

The following Fixed Asset is to be: (Circle One)

Transferred**Sold****Disposed****Fixed Asset**

Quantity	Description	Model	Serial #
One (1)	Fax Machine	Minolta 2800	4505-11101461

(Items is at the Cedar Park Tax Assessor/Collector Annex)From (Transferor): Deborah M. Hunt - Tax Assessor/CollectorTo (Transferee): Auction - Maintenance

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.

Deborah M. Hunt
 Transferor - Elected Official/Department Head

approved 4-6-04
 John C. Dauph

[Signature]
 Transferee - Elected Official/Department Head

Pick up AND Bring Back
 Once NOTIFIED I will sign and
 send TO Auditor (2)

AGENDA ITEM 15

Consider approving the transfer of various office equipment from Constable Pct. #1 to auction.

Moved: **Commissioner Hays**

Seconded: **Commissioner Boatright**

Motion: To approve the transfer of various office equipment from Constable Pct. #1 to auction.

Vote: **5 - 0**

< Attachment >