

AGENDA ITEM 13

Consider approving the transfer of 2 Hon Secretarial Chairs from the District Attorney to auction.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Hays**

Motion: To approve the transfer of 2 Hon Secretarial Chairs from the District Attorney to auction.

Vote: **5 - 0**

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE: 12-4-03

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

TRANSFERRED

SOLD

DISPOSED

FIXED ASSET

Quantity:	Description:	Model:	Serial#
2	Hon Secretarial Chair, no arms		A103156 no s/n on second chair

FROM (Transferor): District Attorney's Office, Department 440

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.

[Signature]
 John Bradley, District Attorney
 Transferor – Elected Official/Department Head

approved 1-6-04
John C. Doyle

 Transferee – Elected Official/Department Head