

AGENDA ITEM 16

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

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To approve the transfer of various computer equipment from Extension Office to auction.

Vote: 5 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE 3-4-04

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	Cpu-Gateway 2000-P5-133		A111322
1	Gateway Computer Monitor		A111358
1	Gateway Computer Keyboard		A111299

Transferred Asset:

FROM (Transferor): Extension

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.

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