

AGENDA ITEM 10

Consider approving the transfer of two office chairs and two calculators from Tax Assessor/Collector to auction.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Boatright**

Motion: To approve the transfer of two office chairs and two calculators from Tax Assessor/Collector to auction.

Vote: **5 - 0**

< Attachment >

Change of Fixed Asset StatusDate: March 15, 2004

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

Transferred

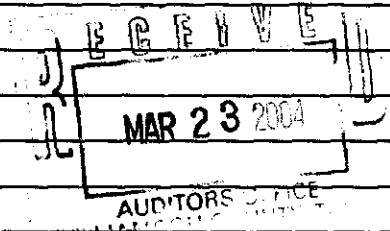
Sold

Disposed

Fixed Asset

Quantity	Description	Model	Serial #
1	Blue Hon Office Chair	4508GG	
1	/ Blue Hon Office Chair	L2001GG	
1	Sharp Calculator	QS-2770A	6D00804
1	Casio Calculator	DL-220L	Q2111895

*NOTE: the items listed are at
the Round Rock TAX office at
211 Commerce Bld.

From (Transferor): Deborah M. Hunt – Tax Assessor/Collector

To (Transferee): _____

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

[Signature]
Transferee – Elected Official/Department Head

approved 3-30-04
John C. Daehler

C:\Data\Word\Becky\Forms\transfer auction form.doc

AGENDA ITEM 11

Consider approving the transfer of various office furniture and a Gateway computer from the Academy to the Sheriff's Office.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Boatright**

Motion: To approve the transfer of various office furniture and a Gateway computer from the Academy to the Sheriff's Office.

Vote: **5 - 0**

< Attachment >