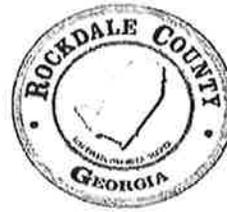


NOTICE OF EQUIPMENT TRANSFER/SURPLUS



THE Juvenile DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

<u>DESCRIPTION:</u>	<u>SERIAL #</u>	<u>ASSET #</u>	<u>OPERABLE Y / N</u>
4 office chairs	n/a	n/a	yes
Black 3 drawer metal file cabinet	n/a	n/a	yes
2 drawer wooden file cabinet	n/a	n/a	yes
Phaser 6500 printer		Rock 2507	yes
Black wood table	n/a	n/a	yes

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

_____ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE _____ DEPARTMENT.

_____ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE MOTOR POOL/PUBLIC WORKS DEPARTMENT.

_____ THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE PARKER RD. STORAGE.

OR

~~_____ THE FIXED ASSETS LISTED ABOVE WERE SURPLUSED TO THE DEPARTMENT CHECKED BELOW.~~

~~_____ SURPLUSED TO PARKER RD. STORAGE (FURNITURE ,EQUIPMENT ,COMPUTERS, ETC.)~~

~~_____ SURPLUSED TO FLEET SERVICES (VEHICLES)~~

IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL TO STORAGE AFTER THE BOC APPROVAL.

TRANSFERRING DEPARTMENT:

RECEIVING DEPARTMENT:

[Signature]
ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

10/14/16
DATE

DATE

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset / inventory lists.

IF SURPLUSED:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE

2016-364

NOTICE OF EQUIPMENT TRANSFER/SURPLUS



THE Juvenile DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

<u>DESCRIPTION:</u>	<u>SERIAL #</u>	<u>ASSET #</u>	<u>OPERABLE Y / N</u>
HP Photosmart C5180	MY72CP22FC	Rockdale 4911	yes
Brother GX6750	B3E51137	n/a	yes
Brother ML300	E76145168	10-298-1117	yes
Panasonic TV with remote	G4AA11361	11-P94-1023	yes
Staples Paper Shredder	model SPL-XC1809	n/a	no

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE _____ DEPARTMENT.

THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE MOTOR POOL/PUBLIC WORKS DEPARTMENT.

THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE PARKER RD. STORAGE.

OR

THE FIXED ASSETS LISTED ABOVE WERE SURPLUSED TO THE DEPARTMENT CHECKED BELOW.

SURPLUSED TO PARKER RD. STORAGE (FURNITURE ,EQUIPMENT ,COMPUTERS, ETC.)

SURPLUSED TO FLEET SERVICES (VEHICLES)

IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL TO STORAGE AFTER THE BOC APPROVAL.

TRANSFERRING DEPARTMENT:

RECEIVING DEPARTMENT:


ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

10/14/16
DATE

DATE

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset / inventory lists.

IF SURPLUSED:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE

NOTICE OF EQUIPMENT TRANSFER/SURPLUS



THE Juvenile DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
4 drawer metal beige file cabinet	n/a	n/a	yes
Black file stand	n/a	n/a	yes

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

- THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE _____ DEPARTMENT.
- THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE MOTOR POOL/PUBLIC WORKS DEPARTMENT.
- THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE PARKER RD. STORAGE.

OR

- THE FIXED ASSETS LISTED ABOVE WERE SURPLUSED TO THE DEPARTMENT CHECKED BELOW.
- SURPLUSED TO PARKER RD. STORAGE (FURNITURE, EQUIPMENT, COMPUTERS, ETC.)
- SURPLUSED TO FLEET SERVICES (VEHICLES)

IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL TO STORAGE AFTER THE BOC APPROVAL.

TRANSFERRING DEPARTMENT:

RECEIVING DEPARTMENT:

[Signature]
ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

10/14/16
DATE

DATE

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset / inventory lists.

IF SURPLUSED:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE

NOTICE OF EQUIPMENT TRANSFER/SURPLUS



THE Juvenile DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
U-shaped desk	none	none	yes
6 chairs	none	10PA2-1071-73	3 yes/ 3 No
		10P89-1055	

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

- THE FIXED ASSETS LISTED ABOVE WERE **TRANSFERRED** TO THE _____ DEPARTMENT.
- THE FIXED ASSETS LISTED ABOVE WERE **TRANSFERRED** TO THE **MOTOR POOL/PUBLIC WORKS** DEPARTMENT.
- THE FIXED ASSETS LISTED ABOVE WERE **TRANSFERRED** TO THE **PARKER RD. STORAGE**.

OR

- THE FIXED ASSETS LISTED ABOVE WERE **SURPLUSED** TO THE DEPARTMENT CHECKED BELOW.
- SURPLUSED TO PARKER RD. STORAGE (FURNITURE ,EQUIPMENT ,COMPUTERS, ETC.)**
- SURPLUSED TO FLEET SERVICES (VEHICLES)**

IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL TO STORAGE AFTER THE BOC APPROVAL.

TRANSFERRING DEPARTMENT:

RECEIVING DEPARTMENT:

[Signature]
ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

9/28/2016
DATE

DATE

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset / inventory lists.

IF SURPLUSED:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE

NOTICE OF EQUIPMENT TRANSFER/SURPLUS



THE Juvenile Court DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
Desk	NA	NA	Y
2 chairs(blue)	NA	NA	Y
3 pictures	NA	NA	Y

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

- THE FIXED ASSETS LISTED ABOVE WERE **TRANSFERRED** TO THE _____ DEPARTMENT.
- THE FIXED ASSETS LISTED ABOVE WERE **TRANSFERRED** TO THE **MOTOR POOL/PUBLIC WORKS** DEPARTMENT.
- THE FIXED ASSETS LISTED ABOVE WERE **TRANSFERRED** TO THE **PARKER RD. STORAGE**.

OR

- THE FIXED ASSETS LISTED ABOVE WERE **SURPLUSED** TO THE DEPARTMENT CHECKED BELOW.
- SURPLUSED TO **PARKER RD. STORAGE** (FURNITURE ,EQUIPMENT ,COMPUTERS, ETC.)
- SURPLUSED TO **FLEET SERVICES** (VEHICLES)

IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL TO STORAGE AFTER THE BOC APPROVAL.

TRANSFERRING DEPARTMENT:

RECEIVING DEPARTMENT:

[Signature]
ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

10/5/2016
DATE

DATE

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset / inventory lists.

IF SURPLUSED:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE