BURNET COUNTY

AUTHORIZATION AND ASSIGNMENT OF PROPERTY

	Name of Item	Description	Property #	(Auditor's Use) Cost
1.)	Backhoe	Caterpillar	23-0316	
2.)	Mini Excavator	Case	24-0007	
3.)				
4.)				
5.)				
6.)				
7.)				
8.)				
9.)				

Dept. Transferred From: Maintenance/RB3

Dept. Assigned To: RB3/Maintenance

Requested By: _____ **DATE:** _____

Comments: Maintenance and RB3 are swapping the two machines.

COMMISSIONERS COURT APPROVAL:

_____ **New in Service** _____ **Transfer**

_____ **Return to Donor** _____ **Out of Service** _____ **Hold For Auction**

_____ **Dispose** _____ **Donation**

Authorization Signature: _____ **Date:** _____

Comments: _____

PROPERTY MOVED BY MAINTENANCE DEPT.:

Authorization Signature: _____ **Date:** _____

Comments: _____

CHANGES MADE TO RECORDS BY AUDITOR'S OFFICE:

Changed in Books: _____ **Date of change:** _____

Comments: _____

Per LGC 263.153 (c)--Burnet County, Texas contracts with online auction sites as licensed under Chapter 1802 of the Occupations Code to sell surplus and/or salvage property. The property is posted on the auction site for at least 10 days to comply with the publication requirement for the notice of sale.