

BURNET COUNTY



AUTHORIZATION AND ASSIGNMENT OF COUNTY PROPERTY

			(Auditor's Use)
Name of Item	Description	Property #	Cost
1.) COMP-DELL TOWER	SERVICE TAG:1NDVVN1	9821-10	
2.)			
3.)			
4.)			
5.)			

Dept Transferred From:
504-AUDITORS OFFICE

Dept Assigned To:
TECHNOLOGY DEPT

Requested By: ADRIENNE FEILD

Date: 9/22/2017

Comments: OLD TOWER THAT HAS BEEN STORED IN THE OFFICE FOR SEVERAL MONTHS

COMMISSIONERS COURT APPROVAL:

☐ New in Service ☒ Transfer

☐ Out of Service ☐ Hold For Auction

☐ Dispose ☐ Donation

Authorization Signature: 

Date: _____

Comments: _____

PROPERTY MOVED BY MAINTENANCE DEPT:

Authorization Signature: _____ Date: _____

Comments: PLEASE MOVE FROM THE AUDITORS OFFICE TO THE TECHNOLOGY DEPT

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.

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(Auditor's Use)

Name of Item	Description	Property #	Cost
1 <u>See attached</u>	<u>Old Computers</u>	<u>multiple</u>	
2 <u></u>	<u>& Server</u>	<u>(See</u>	<u>2</u>
3 <u></u>	<u></u>	<u>attached</u>	
4 <u></u>	<u></u>	<u>list)</u>	
5 <u></u>	<u></u>	<u></u>	

Dept Transferred From: Technology Dept Assigned To: Destroyed/Recycled
Requested By: Connie Morris Date: 9/11/17
Comments: See attached list

COMMISSIONERS COURT APPROVAL: _____ Transfer _____ Repair
 _____ Delete X Destroy/Recycle _____ Hold for Auction

Authorization Signature:  Date: 9-25-17

Comments: _____

PROPERTY MOVED BY MAINTENANCE DEPT:

Authorization Signature: _____ Date: _____

Comments:

CHANGES MADE TO RECORDS BY AUDITOR'S OFFICE:

Property Card: _____ Fixed Asset _____ Books: _____
List: _____

Comments: