

BURNET COUNTY



AUTHORIZATION AND ASSIGNMENT OF COUNTY PROPERTY

			(Auditor's Use)
Name of Item	Description	Property #	Cost
1.) Novatec Paper Shredder	Very old model	8145	
2.)			
3.)			
4.)			
5.)			
6.)			
7.)			
8.)			

Dept. Transferred From:
Jail

Dept. Assigned To:
Maintenance Storage

Requested By: Matt Kimbler

DATE: October 24, 2017

Comments: Move to storage and hold for Gov Deals auction.

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.

BURNET COUNTY



AUTHORIZATION AND ASSIGNMENT OF COUNTY PROPERTY

	Name of Item	Description	Property #	(Auditor's Use)
				Cost
1.)	hp deskjet 960c	Very old model	7498	
2.)				
3.)				
4.)				
5.)				
6.)				
7.)				
8.)				

Dept. Transferred From:
Bertram Library

Dept. Assigned To:
Maintenance Storage

Requested By: Ann Brock

DATE: October 24, 2017

Comments: Move to storage and hold for Gov Deals auction or trash.

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: _____

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