

BURNET COUNTY



AUTHORIZATION AND ASSIGNMENT OF COUNTY PROPERTY

	Name of Item	Description	Property #	(Auditor's Use)
				Cost
1.)	Desk Chair	Rolling Desk Chair, Blue	none	
2.)	Desk Chair	Rolling Desk Chair, Blue	none	
3.)	Desk Chair	Rolling Desk Chair, Blue	none	
4.)	Desk Chair	Rolling Desk Chair, Gray	none	
5.)	Book Shelf	Double-sided Wooden Shelf	1253	
6.)				
7.)				
8.)				

Dept. Transferred From:
Herman Brown Library

Dept. Assigned To:
Auction

Requested By: Florence Reeves DATE: August 8, 2018

Comments: Items no longer needed.

COMMISSIONERS COURT APPROVAL:

☐ New in Service ☐ Transfer
☐ Return to Donor ☐ Out of Service ☒ Hold For Auction
☐ Dispose ☐ Donation

Authorization Signature: *[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: _____