

BURNET COUNTY



AUTHORIZATION AND ASSIGNMENT OF COUNTY PROPERTY

Name of Item	Description	Property #	(Auditor's Use) Cost
1.) Dell Lap Top - IT Dept. Picked Up	Red	9769-10 ✓	
2.) Dell Lap Top - IT Dept. Picked Up	Black	9153-07 ✓	
3.) Dell Tower - IT Dept. Picked Up	GX520	8934 ✓	
4.) Keyboards x 7 - IT Dept. Picked Up	Black, Dell	✓	
5.) Mouse x 3 - IT Dept. Pick-Up	Black, Dell	✓	
6.) Monitor	Black, Dell	✓	
7.) Computer Speaker	Black	✓	
8.) Printer	HP - Deskjet D2565	✓	
9.) Safe	Sentry Supreme 5250	3238	
10.) Filing Cabinet	4-Drawer, Black	7844	
11.) Shredder	Ativa - MD 1000	✓	

Dept Transferred From:
County Attorney's Office

Dept Assigned To:
Technology & County Storage

Requested By: Jana Mitchell

DATE: 10/22/18

Comments: Assets with red ✓ were approved 8-22-16
Safe + filing cabinet need approval now.

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.