

BURNET COUNTY



AUTHORIZATION AND ASSIGNMENT OF COUNTY PROPERTY

Name of Item	Description	Property #	(Auditor's Use)
			Cost
1.) Wire Book Rack	Wire book rack w/ movable shelves	8439	
2.) Wire Display Rack	Easel style display rack	none	
3.) Small Computer Desk	Mobile particleboard desk	none	
4.) Outdoor Sign	Outdoor display sign	none	
5.) Chair Dollies x 3	Two-wheeled chair dollies	none	
6.) Folding Table	Heavy particleboard and metal table	none	
7.) TV	Mid-1990s RCA TV	none	
8.) VCR	Mid-1990s Magnavox VHS player	none	

Dept. Transferred From:
Herman Brown Ree Library

Dept. Assigned To:

Requested By: Florence Reeves

DATE: February 5, 2018

Comments: Outdated, duplicate, or replaced items no longer needed.

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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Name of Item	Description	Property #
1.) Media Cabinet	Mobile Media Cabinet	1279
2.) 26 Folding Chairs	Metal Folding Chairs	1438-1460
3.) 6 Locker Doors	Metal Doors from Staff Lockers	none
4.)		
5.)		
6.)		
7.)		
8.)		



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