



PURCHASING DEPARTMENT
ASSET DISPOSITION FORM

Purpose of Form: This form is to be used for asset disposition only. (E.g., trade-in, destroyed, lost, stolen, obsolete, or are damaged beyond repair.) Items listed on this form must be approved by County Commissioners first.

Please return this form along with a copy of the approved minutes to the Purchasing Dept. within 10 days of commissioners court approval date.

DATE OF REQUEST:
 DEPT. NAME: Purchasing
 LOCATION NO.: 1601 (7777/9999)

Exhibit A

Disposition Type:

- Trade-in Landfill Destruction
 Auction Other _____

Item No	Asset No	Asset Description	Serial / VIN No	PO No	Acq Date	Original Cost	FMV	AI No	CC Date	Fund
1	42925	NF-PROFESSIONAL CARD DESIGN & PRINTING SFTWR	31810	540918	12/07/04	995.00				1100
2	42924	SIGNATURE CAPTURE PAD, 1500LCD RS-232 IN	15006004400103500	540918	12/07/04	360.00				1100
3	33209	16 CHANNEL CONCENTRATOR IJMS	A16Z6062869	245795	04/13/98	1,650.00				1100
4	33210	16 CHANNEL CONCENTRATOR IJMS	A16Z904842	245795	04/13/98	1,650.00				1100
5	62648	RAZBERI NVR 16 POE PORTS 4 TB STORAGE	RZ024M00419	715346	02/04/15	4,681.82				1100
		at Eme Mgmt WrHouse								
6	25305	HON DOUBLE PEDESTAL LIGHT GRAY		62873	08/24/90	303.80				1100
7	24983	TABLE W/SHELF		58343	03/16/92	165.89				1100
8	23994	TABLE W/WHEELS		53198	10/29/91	135.00				1100
9	26826	HON 38055 GRAY 30X60		70901	09/28/93	252.00				1293
10	26532	DESK SIDE PC CABINET		71223	08/17/93	156.00				1293
11	21839	GREY COPIER STAND		29475	03/06/90	135.00				CPFD=10
12		blk metal desk								
13		wood credenza								
14		assorted office chairs								
		at Pct 3 Manson								

 Elected Official/Dept. Head Signature

 Date