TRANSFER of FIXED ASSET

Date: July 2, 2008

The followi	nç	g fixed asset(s) should be (check one):	
☐ Tran	sfe	erred to another department	
⊠ Sold	ΑI	t Auction	
Quantity		Brief Description (model, serial number, ass	set tag number; etc)
1		Dell 4300 PC, sn#30ZH211, asset # C000012	
1		Dell monitor	
1		keyboard	
1		mouse	
			<u> </u>
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		requests that this fixed asset be removed from the s's office as of the date shown above, OR sold at au	
From: K) nsf		Constable 2 Department Name
			Auction Department Name

TRANSFER of FIXED ASSET

Date: July 8, 2008

The following fixed asset(s) should be (check one):				
☐ Transferred to another department				
Sold At Auction				
Quantity	Brief Description (model, serial number, asset tag number, etc)			
1	GBC Hole Punch & Stapler, Model 32-20ST, Serial #MX10501 (Does Not Work Properly)			
1	Panasonic Hole Punch, Model asKX-30P, Tag #A106783 (Worn)			
1	Martin Yale Auto Folder, Model CV-7, Serial #127583 (Roller Worn, Will Not Feed Paper)			
1	GBC Shredmaster Paper Shredder, Model 950s-2, Serial #RC18402H (Does Not Work)			
1	Panasonic KX-E7000 Typewriter, Serial #5IM37B24247 (Does Not Work Properly)			
1	HP Deskjet 6127 Printer, Serial #MY4AJ4B0CJ, Tag #I00329 (Worn, Does Not Feed Paper Properly)			
The transferor requests that this fixed asset be removed from the inventory for their office and either placed in				
the Transferee's office as of the date shown above, OR sold at auction as indicated by the choice above.				
	Tovas (Augustus)			
From:	Justice of The Peace, Pct. #3			
Tran	nsferor department head or elected official Department Name			
	JISM WASTER			
To	A contribution (NA = to 1 = contribution)			
To:	Auction/Maintenance sferee department head or elected official Department Name			
Transferee department head or elected official Department Name (not needed if being sold at auction)				