

Asset Status Change

Title:	i:0#.f[membership]rschaefer@wilco.org - 27-08-2019
Disposal Method:	DESTRUCTION due to Public Health/Safety or no apparent value
Item(s) Category:	Other
1. Quantity:	1
1. Description:	Half desk with drawers (part of an L shaped unit and I never had the other half)
1. Manufacturer ID #:	Unknown - No ID found
1. Condition of Assets:	Non-Working
2. Quantity:	1
2. Description:	Gray 2 drawer file cabinet
2. Manufacturer ID #:	HON
2. Condition of Assets:	Working
3. Quantity:	1
3. Description:	Black 2 drawer file cabinet
3. Manufacturer ID #:	Anderson Hickey Company
3. Condition of Assets:	Unknown
Transferor Department:	Juvenile Services
Transferor Contact Person:	Rebecca Schaefer
Transferor Contact Phone Number:	512-248-3230
Transferor Comments:	<p>It's a nice looking wood grain desk, but it has become unstable and it will start to tip over if not careful. I think it was originally the desk part of an L shaped unit so only the left side with the drawers touches the floor. I've always used it as a printer table with no issues, but I almost ended up with the printer in my lap last week when I tried to open the bottom drawer and now it tips over very easily.</p> <p>The gray two drawer file cabinet is showing its age. It has a lock, but I've never had a key to it. The top drawer doesn't close properly, and the bottom drawer is missing the thumb slider piece beside the drawer handle but both drawers open fine and are usable.</p> <p>The black two drawer file cabinet is in good shape but we don't have a key to it and the lock is pushed in so we can't get the drawers open. We assume it's empty but don't know for sure. If a new key can be made to fit, I think it would do well at auction.</p>
Transferor - Elected Official/Department Head/Authorized Staff Signature:	✓ Denise Carlson 8/28/2019 1:13 PM
Transferee - Elected Official/Department Head/Authorized Staff Signature:	✗
Purchasing Final Determination	Destruction
Court Date:	10/1/2019

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Asset(s) delivered to warehouse on:	8/28/2019
Delivered to warehouse by:	Tony Hill
Workflow Comments	<p>Asset Status Change Review (Non-Transfer) started by Rebecca Schaefer on 8/27/2019 10:13 AM Comment: IPlease review the form ID Number 142 for approval.</p> <p>Approved by Kelsey Rollins on 8/28/2019 2:37 PM Comment: Randy- I left as destruction and will let you decide if they need to go to auction. Thanks, Kelsey</p> <p>Approved by Johnny Grimaldo on 8/28/2019 2:43 PM Comment:</p>