

Approved by CC:

MAR 11 2013

**REQUEST FOR AGENDA PLACEMENT FORM**

Submission Deadline - Tuesday, 12:00 PM before Court Dates

**SUBMITTED BY:** MARGARET COOK  
**TODAY'S DATE:** FEBRUARY 27, 2013

**DEPARTMENT:** PURCHASING

**SIGNATURE OF DEPARTMENT HEAD:** MARGARET COOK, CPPB

**REQUESTED AGENDA DATE:** MARCH 11, 2013

**SPECIFIC AGENDA WORDING:** Consider and approve as surplus Xerox Copier from the Purchasing Department under Local Government Code 263.152 (a) (1.) and allow Purchasing to sell on Renee Bates auctions..

**PERSON(S) TO PRESENT ITEM:** MARGARET COOK, CPPB

**SUPPORT MATERIAL:**

**TIME:** 5 min

**ACTION ITEM:** x

(Anticipated number of minutes needed to discuss item)

**WORKSHOP** \_\_\_\_\_

**CONSENT:** \_\_\_\_\_

**EXECUTIVE:** \_\_\_\_\_

**STAFF NOTICE:**

**COUNTY ATTORNEY:** \_\_\_\_\_

**AUDITOR:** \_\_\_\_\_

**PERSONNEL:** \_\_\_\_\_

**BUDGET COORDINATOR:** \_\_\_\_\_

**IT DEPARTMENT:** \_\_\_\_\_

**PURCHASING DEPARTMENT:** \_\_\_\_\_

**PUBLIC WORKS:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_

\*\*\*\*\*This Section to be Completed by County Judge's Office\*\*\*\*\*

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_

Date \_\_\_\_\_



**JOHNSON COUNTY PURCHASING DEPARTMENT  
Form A**

**PROPERTY ACCEPTANCE , ACQUISITION AND DISPOSITION FORM**

**TYPE OF TRANSACTION:**

New Equipment		Used for Parts	
Used Equipment		Missing or Stolen	
Donated Equipment		Trade-In for like item	
Permanent Transfer		Transfer to Auction	<del>_____</del>
Temporary Transfer		Transfer Between Departments	
Transfer to Surplus	X		

From Department: Purchasing Dept. No. 4080

To Department: \_\_\_\_\_ Dept. No. \_\_\_\_\_

Property Tag No. 13541 Serial No. TWY62923713

Condition of equipment: POOR - Sell on Renee Bates

Property Description (type, make, model, color, etc.) XEROX DC430ST - S/N# TWY62923713

Vendor Name: 2/28/2013 (Taking to CC 3/11/13)

Date of Transaction: \_\_\_\_\_

Item Tagged: \_\_\_\_\_ Yes \_\_\_\_\_ No

Property Traded in for \_\_\_\_\_

Donated by: \_\_\_\_\_ Est. Value: \_\_\_\_\_

Donation Accepted by Commissioners' Court on: (date) \_\_\_\_\_

Margaret Cook CPPB  
From: Elected Official or Department Head

\_\_\_\_\_  
To: Elected Official or Department Head

Margaret Cook CPPB  
Purchasing Agent or designee

White: Purchasing      Yellow: Transferring Department      Pink: Receiving Department