

Approved by CC:

NOV 14 2011

**REQUEST FOR AGENDA PLACEMENT FORM**

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

**SUBMITTED BY:** Dan Milam

**TODAY'S DATE:** 11/8/11

**DEPARTMENT:**

Information Technology

**SIGNATURE OF DEPARTMENT HEAD:**

Dan Milam

**REQUESTED AGENDA DATE:**

NOVEMBER 14, 2011

**SPECIFIC AGENDA WORDING:** Request approval to remove equipment from inventory.

**PERSON(S) TO PRESENT ITEM:**

Dan Milam

**SUPPORT MATERIAL: (Must enclose supporting documentation)**

**TIME:** 5 min.

**ACTION ITEM:**

**WORKSHOP:**

(Anticipated number of minutes needed to discuss item) **CONSENT:** \_\_\_\_\_

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

**STAFF NOTICE:**

**COUNTY ATTORNEY:** \_\_\_\_\_ **IT DEPARTMENT:** \_\_\_\_\_

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

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

**BUDGET COORDINATOR:** \_\_\_\_\_ **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  
Information Technology  
2 North Main  
Cleburne, Texas 76033  
(817) 556-6366**

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**Department Memorandum**

Date: November 8, 2011  
To: Commissioners Court  
From: Dan Milam, IT Director  
Reference: Air cards

I am respectfully requesting to remove the following equipment from Inventory.

1. HP4250 printer asset tag was 2160 serial number is unknown.
2. Dell laptop asset tag 2296 serial number CNOGF470486436CK1463.

These items were in question but never located during the court ordered audit in 2010 or the Annual Inventory of 2011.

Thank you for your consideration.

Sincerely,

Dan Milam