

JAN 28 2013



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	
Temporary Transfer		Transfer Between Departments	
Transfer to Surplus	X		

From Department: Co. Clerk Recording - Burleson Dept. No. _____

To Department: Purchasing Dept. No. _____

Property Tag No. 13481 Serial No. 025841H

Condition of equipment: poor - making bad copies - top broken

Property Description (type, make, model, color, etc.) Mita 1860 Copier

1-22-13 I.T. confirmed No Hard drives

Vendor Name: _____

Date of Transaction: _____

Item Tagged: Yes No

Property Traded in for _____

Donated by: _____ Est. Value: _____

Donation Accepted by Commissioners' Court on: (date) _____

Deirdre Corlow
From: Elected Official or Department Head

To: Elected Official or Department Head

Purchasing Agent or designee

White: Purchasing

Yellow: Transferring Department

Pink: Receiving Department



Approved by CC:

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From Department: County Attorney Dept. No. 010-475

To Department: Purchasing Dept. No. _____

Property Tag No. 13120 Serial No. MRZ01380

Condition of equipment: Some components still work, replacement parts obsolete

Property Description (type, make, model, color, etc.) IR 400S Canon

Digital Copier 1-22-13 I.T. confirmed No hard drives

Vendor Name: _____

Date of Transaction: 12-6-12

Item Tagged: Yes No

Property Traded in for _____

Donated by: _____ Est. Value: _____

Donation Accepted by Commissioners' Court on: (date) _____

Jmy Pando
From: Elected Official or Department Head

Surplus
To: Elected Official or Department Head

R. Walker
Purchasing Agent or designee