

REQUEST FOR AGENDA PLACEMENT FORM

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

SUBMITTED BY: Margaret Cook
TODAY'S DATE: Feb. 7, 2013

DEPARTMENT: PURCHASING

SIGNATURE OF DEPARTMENT HEAD: MARGARET COOK

REQUESTED AGENDA DATE: FEBRUARY 25, 2013

SPECIFIC AGENDA WORDING: Consider and allow a surplus vehicle to be transferred to Purchasing for asset tagging and other tasks.

PERSON(S) TO PRESENT ITEM: MARGARET COOK

SUPPORT MATERIAL: SEE ATTACHED TRANSFER SHEET

TIME: 5 Minutes

ACTION ITEM: X

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 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 | | | |

From Department: CONSTRUC PER 1 Dept. No. 5500

To Department: Purchasing Dept. No. _____

Property Tag No. 13792 (?) Serial No. _____

Condition of equipment: _____

Property Description (type, make, model, color, etc.) MOTOROLA Mod AAM25KKE9DP6AN, SN # 001TJW0643, (1)
(2) 2002 CHEVROLET SILVERADO 1500 VIN # 1GCEK19TX2E140212

Vendor Name: _____

Date of Transaction: _____

Item Tagged: _____ Yes _____ No

Property Traded in for _____

Donated by: Chenapeake Est. Value: \$100⁰⁰ / 11,900 ^{TAC}

Donation Accepted by Commissioners' Court on: (date) 11-13-07

From: Elected Official or Department Head [Signature]
Purchasing Agent or designee RW Hake
To: Elected Official or Department Head Purchasing

assign to Purchasing as a Spare — MARGARET COOK, CPPB

White: Purchasing Yellow: Transferring Department Pink: Receiving Department

Spare / use in purch 2/6/13