

NOV 12 2013

REQUEST FOR AGENDA PLACEMENT FORM

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

SUBMITTED BY: KELLI DAVIS, PURCHASING AGENT
TODAY'S DATE: October 31, 2013

DEPARTMENT: PURCHASING

SIGNATURE OF DEPARTMENT HEAD: KELLI DAVIS, CPPB

REQUESTED AGENDA DATE: OCTOBER 31, 2013

SPECIFIC AGENDA WORDING: Consider approval to declare (2) each 2001 Ford F150 trucks as surplus pursuant to LGC 263.152 (a)(1) and place on Rene Bates Auction for sale.

PERSON(S) TO PRESENT ITEM: KELLI DAVIS, CPPB

SUPPORT MATERIAL: (See attached)

TIME: 0

ACTION ITEM: x
WORKSHOP

(Anticipated number of minutes needed to discuss item)

CONSENT: _____

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: X

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 _____



Approved by CC:

NOV 12 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	<input checked="" type="checkbox"/>		

From Department: Public Works Dept. No. 407

To Department: Surplus Dept. No. _____

Property Tag No. 13049 Serial No. Vin # below

Condition of equipment: _____

Property Description (type, make, model, color, etc.) 2001 Ford F150 White
1FTRF17W81FK65513 Lic 796-670

Vendor Name: _____

Date of Transaction: _____

Item Tagged: Yes No

Property Traded in for _____

Donated by: _____ Est. Value: _____

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

[Signature]
From: Elected Official or Department Head

Surplus
To: Elected Official or Department Head

[Signature]
Purchasing Agent or designee

White: Purchasing

Yellow: Transferring Department

Pink: Receiving Department



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 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

From Department: Public Works Dept. No. 407

To Department: Surplus Dept. No. _____

Property Tag No. 13051 Serial No. Vin # below

Condition of equipment: _____

Property Description (type, make, model, color, etc.) 2001 Ford F150 White
1FTRF17WX1FK71805 Lic 796-671

Vendor Name: _____

Date of Transaction: _____

Item Tagged: Yes No

Property Traded in for _____

Donated by: _____ Est. Value: _____

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

[Signature]
From: Elected Official or Department Head

Surplus
To: Elected Official or Department Head

[Signature]
Purchasing Agent or designee

White: Purchasing

Yellow: Transferring Department

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Nov 12, 2013 Agenda

Consider to declare as Surplus
L.G.C. 263.152 (a) (1)

Asset #	Description	Department
13049	2001 Ford F150 vin 1FTRF17W81FK65513	Public Works
13051	2001 Ford F150 vin 1FTRF17WX1FK71805	Public Works