

SEP 12 2016

REQUEST FOR AGENDA PLACEMENT FORM

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

SUBMITTED BY: Ralph McBroom
TODAY'S DATE: September 2, 2016

DEPARTMENT: Purchasing

SIGNATURE OF DEPARTMENT HEAD:

REQUESTED AGENDA DATE: September 12, 2016

SPECIFIC AGENDA WORDING: Consideration and approval to remove the following four items from the Johnson County Inventory in accordance with the Johnson County Inventory/Fixed Asset Policy and Procedures Manual Section 3.10.4 Missing Assets.

- 1 ea. 2008 HP Laptop JOCO ID 000000982851
- 1 ea. 2008 HP Laptop JOCO ID 000000982867
- 1 ea. 2008 HP 6710B Laptop JOCO ID 000000982908
- 1 ea. 2010 Panasonic Laptop JOCO ID 000000983939

PERSON(S) TO PRESENT ITEM: Ralph McBroom

SUPPORT MATERIAL: See attachment

TIME: 5 min

ACTION ITEM: X
WORKSHOP:
CONSENT:
EXECUTIVE:

STAFF NOTICE:

COUNTY ATTORNEY:
AUDITOR:
PERSONNEL:
BUDGET COORDINATOR:

IT DEPARTMENT:
PURCHASING DEPARTMENT:
PUBLIC WORKS:
OTHER: Sheriff's Office

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

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

Date _____



JOHNSON COUNTY SHERIFF'S OFFICE

BOB ALFORD
SHERIFF

MIKE POWELL
Chief Deputy

Johnson County Commissioner Court
Johnson County Purchasing Agent Ralph McBroom

The Sheriff's Office request the Court approval to authorize the purchasing agent to remove the item listed below from inventory:

2008 HP Laptop JOCO ID 000000982851

2008 HP Laptop JOCO ID 000000982867

2008 HP 6710B Laptop JOCO ID 000000982908

2010 Panasonic Laptop JOCO ID 000000983939

These models were turned in and upgraded prior to 2014 and disposed of.
With cooperation from the I.T. department, county Auditor office and the purchasing department, a diligent search has been completed. We believe these items have been listed as missing in the past 3 inventories and may now be removed from the counties inventory.

Johnson County Sheriff's Office.
1102 E. Kilpatrick St.
Cleburne, TX. 76031