

AUG 13 2018

**Approved**

**REQUEST FOR AGENDA PLACEMENT FORM**

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

**SUBMITTED BY:** Ralph McBroom  
**TODAY'S DATE:** July 27, 2018

**DEPARTMENT:** Purchasing

**SIGNATURE OF DEPARTMENT HEAD:**

**REQUESTED AGENDA DATE:** August 13, 2018

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

1ea. Gateway laptop computer JOCO ID 000000982024

**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:** X  
**PURCHASING DEPARTMENT:**  
**PUBLIC WORKS:**  
**OTHER:** Extensions

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

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_ Date \_\_\_\_\_

June 4, 2018

To: Johnson County Commissioner's Court  
Johnson County Purchasing Agent, Ralph McBroom

From: Kristen Clark, Department Head  
County Extension Office

To Whom It May Concern:

The Johnson County Extension Office (Department 665) requests the Commissioner's Court to authorize the purchasing agent of Johnson County to remove the below listed item from inventory.

(1) Gateway laptop computer JOCO ID #000000982024

With the assistance of the I.T. Department, the County Auditor and the Purchasing Department, a diligent search has been completed. This item has been listed as missing through the past three inventories and may now be removed from the Johnson County inventory.

Respectfully,



Kristen Clark  
County Extension Agent  
4-H & Youth Development

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The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating