

Approved by CC:

MAR 11 2013

REQUEST FOR AGENDA PLACEMENT FORM

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

SUBMITTED BY: MARGARET COOK
TODAY'S DATE: FEBRUARY 27, 2013

DEPARTMENT: PURCHASING

SIGNATURE OF DEPARTMENT HEAD: MARGARET COOK, CPPB

REQUESTED AGENDA DATE: MARCH 11, 2013

SPECIFIC AGENDA WORDING: Consider and declare surplus under Local Government Code 263.152 (a)(1) a CMA 44 dishwasher from Law Enforcement Center and allow Purchasing to sell it on Renee Bates Auctions.

PERSON(S) TO PRESENT ITEM: MARGARET COOK, CPPB

SUPPORT MATERIAL:

TIME: 5 min

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: Chief Deputy Powell

*****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: Jail Dept. No. _____

To Department: Purchasing Dept. No. _____

Property Tag No. _____ Serial No. 166747

Condition of equipment: used, working

Property Description (type, make, model, color, etc.) 1 Dishwasher Commercial w/Heater booster

Vendor Name: _____

Date of Transaction: 3/4/13

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

To: Elected Official or Department Head

Purchasing Agent or designee