

# CERTIFIED COPY OF ORDER

October Session of the October Adjourned

Term. 20 11

STATE OF MISSOURI }  
County of Boone } ea.

In the County Commission of said county, on the 6<sup>th</sup> day of October 20 11

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the request by Purchasing to dispose of the miscellaneous equipment listed in the attached memorandum.

Done this 6<sup>th</sup> day of October, 2011.

ATTEST:

Wendy S. Noren cc  
Wendy S. Noren  
Clerk of the County Commission

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Skip Elkin  
Skip Elkin  
District II Commissioner  
Acting Presiding Commissioner

**Boone County Purchasing**

**David Eagle**

Office Specialist



601 E. Walnut, Room 205

Columbia, MO 65201

Phone: (573) 886-4394

**MEMORANDUM**

TO: Boone County Commission  
 FROM: David Eagle  
 RE: Surplus Disposal  
 DATE: September 29, 2011

The Purchasing Departments requests permission to dispose of the following list of surplus equipment.

	Asset #	Description	Make	Model	Condition of Asset	Serial #
1.	11209	32" TV	SANYO		UNKNOWN	
2.	13012	4-HEAD STEREO VCR	PANASONIC		UNKNOWN	
3.	NO TAG	BLUE DESK CHAIR ON WHEELS			POOR	
4.	NO TAG	GRAY DESK CHAIR ON WHEELS			POOR	
5.	NO TAG	LARGE THREE SHELF CART ON WHEELS			GOOD	
6.	NO TAG	FIVE WIRELESS MICROPHONE SYSTEMS	SHURE	L-SERIES	GOOD	
7.	NO TAG	CALCULATOR	SHARP		UNKNOWN	
8.	6644	ELECTRONIC TYPEWRITER	SHARP	ZX-507	UNKNOWN	
9.	4183	BROWN DESK			FAIR	
10.	NO TAG	DICTATING/TR ANSCRIBING SYSTEM	SANYO		POOR	

11.	NO TAG	MICROCASSE TTE-TRANSCRIBER	SONY	M-2000	UNKNOWN	
12.	NO TAG	CUSTOM DIVIDERS (SIX BOXES)	DIRECT PRINT		OK	
13.	NO TAG	MARKING TAGS			OLD	
14.	13658	FAX	SAVIN	3705	UNKNOWN	
15.	5498	SMALL BROWN TABLE			GOOD	
16.	7859	OVERHEAD PROJECTOR			UNKNOWN	
17.	NO TAG	TV	EMERSON	EFW2006	UNKNOWN	
18.	12158	GPS SYSTEM	TRIMBLE PROXR		UNKNOWN	
19.	NO TAG	BROWN DESK			FAIR	

cc: Caryn Ginter, Auditor  
 Surplus File

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/29/11 <sup>SAWYO</sup> FIXED ASSET TAG NUMBER: 11209

DESCRIPTION: T.V. ~~32"~~ (32")

REQUESTED MEANS OF DISPOSAL: TRADE SELL OR TRANSFER

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: NO LONGER NEEDED

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 8/29/11

DEPARTMENT: 1121

SIGNATURE *Monica E. Kuster*

**AUDITOR**

ORIGINAL PURCHASE DATE 10/23/1997  
ORIGINAL COST 229.00  
ORIGINAL FUNDING SOURCE 2784  
1604

Receipt into:  
6100-3835

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-2011

DATE APPROVED 10/6/11

SIGNATURE *[Signature]*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/30/11

FIXED ASSET TAG NUMBER: 13012

DESCRIPTION: PANASONIC 4-HEAD HI-FI STEREO VCR

REQUESTED MEANS OF DISPOSAL: TRADE SELL OR TRANSFER

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: NO LONGER NEEDED

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 8/30/11

DEPARTMENT: 1121

SIGNATURE: Lonic A. E. Kuster

**AUDITOR**

ORIGINAL PURCHASE DATE 5/3/2001  
ORIGINAL COST 89.96  
ORIGINAL FUNDING SOURCE 2731  
1604

Receipt into:  
1190-3835

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-2011

DATE APPROVED 10/6/11

SIGNATURE \_\_\_\_\_

[Signature]

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/30/11

FIXED ASSET TAG NUMBER: NO TAG

DESCRIPTION: BLUE DESK CHAIR ON WHEELS

REQUESTED MEANS OF DISPOSAL: TRADE SELL OR TRADE

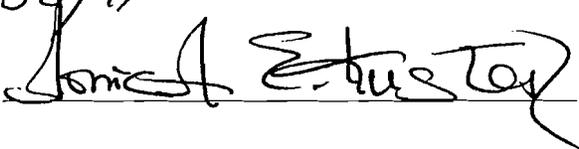
OTHER INFORMATION:

CONDITION OF ASSET: POOR

REASON FOR DISPOSITION: NO LONGER NEEDED

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 8/30/11

DEPARTMENT: 1121

SIGNATURE: 

**AUDITOR**

Receipt into:  
1190-3835

ORIGINAL PURCHASE DATE \_\_\_\_\_ ?  
ORIGINAL COST \_\_\_\_\_  
ORIGINAL FUNDING SOURCE \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

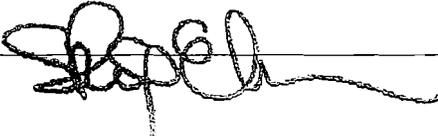
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-2611

DATE APPROVED 10/6/11

SIGNATURE: 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/30/11

FIXED ASSET TAG NUMBER: NO TAG

DESCRIPTION: GRAY DESK CHAIR ON WHEELS

REQUESTED MEANS OF DISPOSAL: TRADE  
SELL OR TRADE

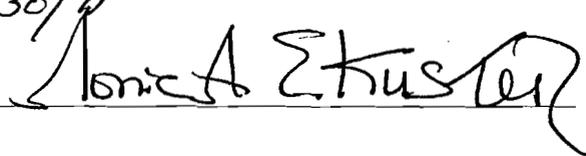
OTHER INFORMATION:

CONDITION OF ASSET: POOR

REASON FOR DISPOSITION: NO LONGER NEEDED

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 8/30/11

DEPARTMENT: 1121

SIGNATURE: 

**AUDITOR**

Receipt into:  
1190-3835

ORIGINAL PURCHASE DATE \_\_\_\_\_ ?  
ORIGINAL COST \_\_\_\_\_  
ORIGINAL FUNDING SOURCE \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

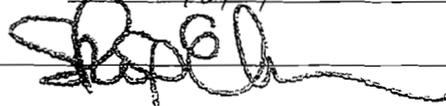
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE      \_\_\_\_ AUCTION      \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER      EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-2011

DATE APPROVED 10/6/11

SIGNATURE: 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/30/11

FIXED ASSET TAG NUMBER: NO TAG

DESCRIPTION: LARGE THREE SHELF CART ON WHEELS

REQUESTED MEANS OF DISPOSAL: TRADE  
SELL OR TRADE

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: NO LONGER NEEDED

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 8/30/11

DEPARTMENT: 1121

SIGNATURE: Lonica E. Hunter

**AUDITOR**

Receipt into:  
1190-3835

ORIGINAL PURCHASE DATE \_\_\_\_\_  
ORIGINAL COST \_\_\_\_\_ ?  
ORIGINAL FUNDING SOURCE \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-2011

DATE APPROVED 10/6/11

SIGNATURE [Signature]

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/30/11

FIXED ASSET TAG NUMBER: NO TAG

DESCRIPTION: FIVE SHURE L-SERIES WIRELESS MICROPHONE SYSTEMS

REQUESTED MEANS OF DISPOSAL: TRADE - SELL OR TRANSFER

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: NO LONGER NEEDED

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 8/30/11

DEPARTMENT: 1121

SIGNATURE: Monica E. Kuster

**AUDITOR**

Receipt into:  
1190-3835

ORIGINAL PURCHASE DATE \_\_\_\_\_  
ORIGINAL COST \_\_\_\_\_ ?  
ORIGINAL FUNDING SOURCE \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-204

DATE APPROVED 10/6/11

SIGNATURE: [Signature]

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 08/25/11

FIXED ASSET TAG NUMBER: NONE

DESCRIPTION:

Sharp Calculator

REQUESTED MEANS OF DISPOSAL:

Remove from Treasurers office

OTHER INFORMATION:

Calculator prints wrong numbers

CONDITION OF ASSET:

Fair

REASON FOR DISPOSITION: Purchasing a new ~~copier~~ calculator

COUNTY / COURT IT DEPT:  DOES  DOES NOT WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

DEPARTMENT: 1140- Treasurer

SIGNATURE



**AUDITOR**

ORIGINAL PURCHASE DATE \_\_\_\_\_

RECEIPT INTO 1190-3835

ORIGINAL COST \_\_\_\_\_ ?

ORIGINAL FUNDING SOURCE \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

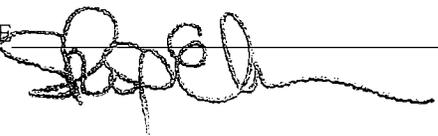
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-2011

DATE APPROVED 10/6/11

SIGNATURE 

RECEIVED

AUG 26 2011

BOONE COUNTY AUDITOR

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: August 19, 2011      FIXED ASSET TAG NUMBER:      06644

DESCRIPTION:    Sharp Electronic Typewriter    Model ZX-507

REQUESTED MEANS OF DISPOSAL:      Other

OTHER INFORMATION:    Unable to buy ribbons

CONDITION OF ASSET:    Good

REASON FOR DISPOSITION:    Unable to buy the ribbons needed

RECEIVED

AUG 25 2011

BOONE COUNTY AUDITOR

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:      A.S.A.P.

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: \_\_\_\_\_

SIGNATURE

Cindy Ganett

**AUDITOR**

ORIGINAL PURCHASE DATE 7/25/1990      RECEIPT INTO 1190 - 3835  
ORIGINAL COST 569.00      GRANT FUNDED (Y/N) N  
ORIGINAL FUNDING SOURCE 2731      GRANT NAME \_\_\_\_\_  
ASSET GROUP 1601      % FUNDING \_\_\_\_\_  
AGENCY \_\_\_\_\_  
DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_  
TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER      DEPARTMENT NAME \_\_\_\_\_      NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE      \_\_\_\_ AUCTION      \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER      EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-2011

DATE APPROVED 10/6/11

SIGNATURE [Signature]

RECEIVED

AUG 29 2011

# BOONE COUNTY

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/29/11

FIXED ASSET TAG NUMBER: Tag # 4183

DESCRIPTION: BROWN DESK

REQUESTED MEANS OF DISPOSAL: Sell or Transfer

OTHER INFORMATION:

CONDITION OF ASSET: Fair -

REASON FOR DISPOSITION: No longer needed for use..

COUNTY / COURT IT DEPT:  DOES  DOES NOT WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 8/29/11

DEPARTMENT: 1621

SIGNATURE: *Stonice A. E. Kuster*

**AUDITOR**

ORIGINAL PURCHASE DATE 4/26/1984

RECEIPT INTO 1190-3835

ORIGINAL COST 223.63

Previously removed from inventory 8/2/1997

ORIGINAL FUNDING SOURCE 2731

TRANSFER CONFIRMED \_\_\_\_\_

ASSET GROUP 1602

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_ TRADE \_\_\_ AUCTION \_\_\_ SEALED BIDS

\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-2011

DATE APPROVED 10/16/11

SIGNATURE: *[Signature]*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/10/11

FIXED ASSET TAG NUMBER: N/A

DESCRIPTION: Sanyo Memo-Scriber TRC-6400

Dictating/Transcribing System

REQUESTED MEANS OF DISPOSAL: any

RECEIVED

AUG 15 2011

BOONE COUNTY AUDITOR

OTHER INFORMATION:

CONDITION OF ASSET: poor - unsure if operates

REASON FOR DISPOSITION: old, have new recorder for electronic record

COUNTY /  COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 8/21/11

WAS ASSET PURCHASED WITH GRANT FUNDING? YES  NO

IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Human Resources

SIGNATURE

*Betty Dickhewite*

### AUDITOR

ORIGINAL PURCHASE DATE \_\_\_\_\_

RECEIPT INTO

1190-3835

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER

DEPARTMENT NAME \_\_\_\_\_

NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

TRADE

AUCTION

SEALED BIDS

OTHER

EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER

413-2011

DATE APPROVED

10/6/11

SIGNATURE

*[Signature]*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/10/11

FIXED ASSET TAG NUMBER: N/A

DESCRIPTION: Sony Microcassette - Transcriber M-2000

RECEIVED

AUG 15 2011

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION:

CONDITION OF ASSET: OK

REASON FOR DISPOSITION: old, have new recorder

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: asap

WAS ASSET PURCHASED WITH GRANT FUNDING? YES  NO   
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Human Resource

SIGNATURE

Betty Duchonite

### AUDITOR

ORIGINAL PURCHASE DATE \_\_\_\_\_

RECEIPT INTO

1190-3835

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER

DEPARTMENT NAME \_\_\_\_\_

NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE

\_\_\_\_ AUCTION

\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER

EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-2011

DATE APPROVED

10/6/11

SIGNATURE



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/10/11

FIXED ASSET TAG NUMBER: N/A

DESCRIPTION: Direct Print - Custom Dividers  
6 boxes

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION:

CONDITION OF ASSET: 1 box is partially used

REASON FOR DISPOSITION: do not use these

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: asap

WAS ASSET PURCHASED WITH GRANT FUNDING? YES  NO   
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Human Resources

SIGNATURE

*Betty Buchheit*

### AUDITOR

ORIGINAL PURCHASE DATE \_\_\_\_\_

RECEIPT INTO 1190-3835

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-2011

DATE APPROVED 10/6/11

SIGNATURE *[Signature]*

RECEIVED

AUG 15 2011

BOONE COUNTY AUDITOR

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/10/11

FIXED ASSET TAG NUMBER: N/A

RECEIVED

DESCRIPTION: Marking Tags

AUG 15 2011

REQUESTED MEANS OF DISPOSAL: any

BOONE COUNTY AUDITOR

OTHER INFORMATION:

CONDITION OF ASSET: old - partially used

REASON FOR DISPOSITION: do not use these

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: asap

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Human Resources

SIGNATURE: Betty Dickreite

### AUDITOR

ORIGINAL PURCHASE DATE \_\_\_\_\_

RECEIPT INTO \_\_\_\_\_

1190-3835

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

? GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER

DEPARTMENT NAME \_\_\_\_\_

NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE

\_\_\_\_ AUCTION

\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER

EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-2011

DATE APPROVED \_\_\_\_\_

10/6/11

SIGNATURE \_\_\_\_\_

[Signature]

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/10/11

FIXED ASSET TAG NUMBER: 13658

DESCRIPTION: SAVIN FAX 3705 w/ manual, power cord and

phone line  
**RECEIVED**

REQUESTED MEANS OF DISPOSAL: any

AUG 15 2011

OTHER INFORMATION:

CONDITION OF ASSET: fair

BOONE COUNTY AUDITOR

REASON FOR DISPOSITION: fax was printing w/ lines, got new fax.

COUNTY COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: asap

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Human Resources SIGNATURE Betty Duchene

### AUDITOR

ORIGINAL PURCHASE DATE 8/14/2001

RECEIPT INTO 1190-3835

ORIGINAL COST 773.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP 1601 Office Equipment

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) N

TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

     TRANSFER      DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

     TRADE           AUCTION           SEALED BIDS

     OTHER      EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-2011

DATE APPROVED 10/6/11

SIGNATURE [Signature]

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/30/11

FIXED ASSET TAG NUMBER: 5498

DESCRIPTION: SMALL BROWN TABLE

REQUESTED MEANS OF DISPOSAL: TRADE SELL OR TRADE

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: NO LONGER NEEDED

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 8/30/11

DEPARTMENT: 1121

SIGNATURE

*Donna E. Hirstey*

AUDITOR

Receipt into:

1190-3835

ORIGINAL PURCHASE DATE 12/31/1986

ORIGINAL COST 83.75

ORIGINAL FUNDING SOURCE 2731

1102

TRANSFER CONFIRMED

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 413-2011

DATE APPROVED 10/6/11

SIGNATURE *[Signature]*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/30/11 FIXED ASSET TAG NUMBER: 7859

DESCRIPTION: OVERHEAD PROJECTOR

REQUESTED MEANS OF DISPOSAL: TRADE SELL OR TRANSFER

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: NO LONGER NEEDED

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 8/30/11

DEPARTMENT: 1121

SIGNATURE *Amica E. Huster*

**AUDITOR**

Receipt into: 1190-3835

ORIGINAL PURCHASE DATE 5/18/1993  
ORIGINAL COST 243.00  
ORIGINAL FUNDING SOURCE 2731  
1604

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-2011

DATE APPROVED 10/6/11

SIGNATURE *[Signature]*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 7-22-11 FIXED ASSET TAG NUMBER: No Tag RECEIVED  
DESCRIPTION: Emerson TV JUL 27 2011  
REQUESTED MEANS OF DISPOSAL: \_\_\_\_\_ BOONE COUNTY AUDITOR  
OTHER INFORMATION: Model EWF2006 Serial # V50673700  
CONDITION OF ASSET: \_\_\_\_\_  
REASON FOR DISPOSITION: \_\_\_\_\_

COUNTY / COURT IT DEPT. (circle one) ~~DOES~~ / ~~DOES NOT~~ (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: IT Printer Room. As soon as possible.  
WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Unknown - Was used with old security system. SIGNATURE Judy

### AUDITOR

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO 1190-3835  
ORIGINAL COST \_\_\_\_\_ ? GRANT FUNDED (Y/N) N  
ORIGINAL FUNDING SOURCE \_\_\_\_\_ GRANT NAME \_\_\_\_\_  
% FUNDING \_\_\_\_\_  
AGENCY \_\_\_\_\_  
DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_  
ASSET GROUP \_\_\_\_\_ TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_  
LOCATION WITHIN DEPARTMENT \_\_\_\_\_  
INDIVIDUAL \_\_\_\_\_  
\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS  
\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-2011

DATE APPROVED 10/6/11

SIGNATURE [Signature]

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8-15-11.

FIXED ASSET TAG NUMBER: NO TAG

DESCRIPTION: BROWN DESK

REQUESTED MEANS OF DISPOSAL:

OTHER INFORMATION:

CONDITION OF ASSET: FAIR

REASON FOR DISPOSITION:

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

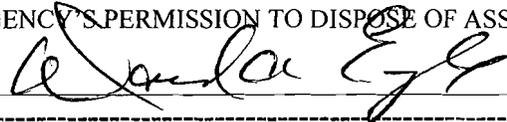
DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1118

SIGNATURE



**AUDITOR**

ORIGINAL PURCHASE DATE \_\_\_\_\_

RECEIPT INTO \_\_\_\_\_

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

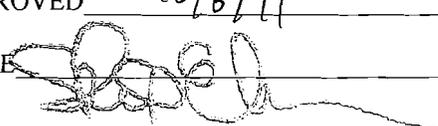
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-2011

DATE APPROVED 10/6/11

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 6/21/11

FIXED ASSET TAG NUMBER: 12158

RECEIVED

DESCRIPTION: Trimble Proxr GPS System

JUL 29 2011

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: Not sure you could sell it because of its age.

OTHER INFORMATION: Purchased in 1999

CONDITION OF ASSET: Not sure if it still works.

REASON FOR DISPOSITION: No longer used.

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: As soon as possible.

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 2040

SIGNATURE Jane Telander

**AUDITOR**

ORIGINAL PURCHASE DATE 12/16/1999

RECEIPT INTO 2049-3835

ORIGINAL COST 2,995.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP 1603

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

COUNTY COMMISSION / COUNTY CLERK

*Asset previously removed from inventory 12/31/2003*

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 413-2011

DATE APPROVED 10/6/11

SIGNATURE [Signature]

Trns. M Tag 12158 Tagged Y ADJIP \_ Tag Combnd N To \_\_\_\_\_ From \_\_\_\_\_  
 Description TRIMBLE PROXR GPS SYSTEM  
 Acquired 12/16/1999 Acq Amt 2,995.00  
 Acct. Grp 1603 COMPUTER EQUIPMENT  
 Category 85 HARDWARE - \$1,000 TO \$20,000  
 Location 2040 PW-MAINTENANCE OPERATIONS

Make \_\_\_\_\_ Check# 70610  
 Model \_\_\_\_\_ Invoice # \_\_\_\_\_  
 Serial 0220158400 Note \_\_\_\_\_  
 Purchr 2040 PW-MAINTENANCE OPERATIONS  
 Vendor 8559 \*\*\*SPATIAL DATA RESEARCH  
 Remark \_\_\_\_\_

Src	Effdate	Transdate	Amount	Typ	Notes
2741	12/31/2003	2/18/2004	2,995.00-	RET	
2741	12/16/1999	6/17/2003	2,995.00	CNV	

Total Cost .....00  
 F11=Grant

F2=Key Screen F3=Exit

413-2011

10/6/11



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 11

In the County Commission of said county, on the 6<sup>th</sup> day of October 20 11

the following, among other proceedings, were had, viz:

The County Commission of the County of Boone does hereby authorize the Manager of Facilities Maintenance to fill Position #1500, Department 6100, as needed during the absence of an existing full-time employee. The County Commission also authorizes the necessary and related budget revisions.

Done this 6<sup>th</sup> day of October, 2011.

ATTEST:

Wendy S. Noren  
Wendy S. Noren  
Clerk of the County Commission



Karen M. Miller  
District I Commissioner



Skip Elkin  
District II Commissioner  
Acting Presiding Commissioner

