

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: November 16th, 2011

Division: Monroe County

Bulk Item: Yes XX No

Department: Fixed Asset Surplus

Staff Contact Person: Kevin Madok

AGENDA ITEM WORDING: Approval to remove surplus equipment from inventory via disposal or advertise for bid.

ITEM BACKGROUND: See attached schedule

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES:

STAFF RECOMMENDATIONS:

TOTAL COST: N/A

BUDGETED: Yes No

COST TO COUNTY: N/A

SOURCE OF FUNDS: N/A

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL:


(Kevin Madok, Assistant Finance Director)

DOCUMENTATION: Included Yes Not Required

DISPOSITION:

AGENDA ITEM #

Board of County Commissioners
November 16th, 2011

SCHEDULE OF SURPLUS ITEMS		ITEM BACKGROUND	AMOUNT		BOCC ACTION	
County ID #	Description		Original Value	Estimated value	need approval to-	
1	4687	Dell GX280	old, obsolete, not economical to repair	\$ 1,256.96	\$0.00	remove from inventory and dispose
2	6225	Dell D820	old, obsolete, not economical to repair	\$ 2,069.90	\$0.00	remove from inventory and dispose
3	6001	Dell 745	old, obsolete, not economical to repair	\$ 1,334.60	\$0.00	remove from inventory and dispose
4	4590	Dell GX150	old, obsolete, not economical to repair	\$ 1,130.00	\$0.00	remove from inventory and dispose
5						
6						
7						

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Mitch Hedman
Property Clerk, Finance Dept.
DATE: October 11, 2011

FROM: TECHNICAL SERVICES
Maria Guerra

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
4687	2CQBJ61	Dell GX280 Optiplex	01/13/2005	\$1,256.96/\$-0-

CHECK ONE (1) APPROPRIATE LINE BELOW:

- APPROVAL TO ADVERTISE FOR BIDS.
XXXXX APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
 APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

OUT DATED / OLD

PREPARED BY: Jo B. Walters DATE: October 11, 2011

DIVISION DIRECTOR APPROVAL: Dent Pierce 10/12/11
PRINT NAME: Dent Pierce

TECHNICAL SERVICES APPROVAL: Lisa Druckemiller
PRINT NAME: Lisa Druckemiller / Sr. Administrator

MONROE COUNTY INVENTORY DELETION REQUEST

TO: Kevin Madock – Stop #8
Property Clerk, Finance Dept.
 DATE: 3/24/2011

FROM: Andrew Bulla – Stop #2
Business Operations Rm28

RECEIVED OCT 14 2011

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
6225	CQCW0F1	Dell Latitude D820	11/07	\$1100 /\$0 \$2069.90 <i>ZK</i>
6001	40BJ4D1	Dell Optiplex 745	11/07	\$1100 /\$0 \$1,334.60 <i>ZK</i>

CHECK ONE (1) APPROPRIATE LINE BELOW:

- APPROVAL TO ADVERTISE FOR BIDS.
 APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
 APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Obsolete equipment outlived their productivity.

PREPARED BY: ANDREW BULLA
 PRINT NAME

DATE: 10/14/11

DIVISION DIRECTOR APPROVAL: MARY VANDEN BROOK
 PRINT NAME



MONROE COUNTY "COMPUTER RELATED EQUIPMENT" INVENTORY DELETION REQUEST

TO:

FROM ALARY LUTTAZI

PROPERTY CLERK, FINANCE DEPT.

EMERGENCY MANAGEMENT

RECEIVED OCT 28 2011

DATE:

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
1401-593 - 4590-	8LYHRO1	Dell GX150	9.18.01	1130.00 - 00.00

CHECK ONE (1) APPROPRIATE LINE BELOW:

APPROVAL TO ADVERTISE FOR BIDS.

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

Tech Services Informed us that this computer cannot be repaired

PREPARED BY: Alary Luttazi DATE: 10.17.11

DIVISION DIRECTOR APPROVAL: [Signature]
PRINT NAME: James C. Callahan

TECHNICAL SERVICES APPROVAL: [Signature]
PRINT NAME: Jorge R. Swaby

10-27-11

[Signature]