COUNTY AGENDA REQUEST

Department:	Sheriff's Office- Jail	Presenter(s):	Captain Steve Coker
Meeting Date:	Thursday, July 26, 2012	Type of Request:	Consent

Wording for the Agenda:

Approval of the Sheriff's Office request to declare seven (7) various items as unserviceable, and authorization to either dispose of said items, or sell said items to the highest bidder or through the GovDeals website, with proceeds returning to the County's General Fund.

Background/History/Details:

The Sheriff's Office has seven (7) items at the Jail that they consider unserviceable and are no longer needed. Those seven items are: 1) John Deere Tractor 325; 2) 40-gallon kettle; 3) refrigerator; 4) steam table; 5) flat-top grill; 6) kitchen scale; and 7) utility cart.

The Sheriff's Office is requesting that the Board declare each of these items as unserviceable. The Sheriff's Office further requests the Board's authorization to either dispose of the seven items, or to sell them to the highest bidder or through the GovDeals website. Proceeds from the sales will return to the County's General Fund.

What action are you seeking from the Board of Commissioners?

Approval of the Sheriff's Office request to declare seven (7) various items as unserviceable, and authorization to either dispose of said items, or sell said items to the highest bidder or through the GovDeals website, with proceeds returning to the County's General Fund.

If this item requires funding, please describe:

Not Applicable.

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Yes	Reviewed by Legal	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval	Yes		

Staff Notes:

Fayette County
Fixed Asset Change Form

Originating Department _____Sheriff's Office (Jail)_____
Date June 05, 2012

Qty	Description	Manufacturer / Model	Serial / VIN	Inventory Tag #	Code: Acquisition Or Disposal	Current Unit Value Over $50.00? (Y / N)	I.S. (Prep for Disposition only)	B&G Disposition Code
1	Riding Lawn Mower	John Deere tractor 325	MOO325BO46044		DS	Y		
1	40 gal kettle	Groen-gas-tilt	DAH/2-40		DS	Y		
1	Refrigerator	Hobert Q-1	111301-BJ		DS	Y		
1	Steam table	Hobart	Not available		DS	Y		

Acquisition Codes:
- AP – Purchase
- AD – Donation
- AC – Confiscated
- AO – Other acquisition*

Disposition Codes:
- DS – To surplus for auction, sale or trade
- DD – To B&GM for disposal: recycle, landfill or other
- DT – Transfer to ____Purchasing/Ted Burgess_
- DO – Other disposition*

B&G Disposition Codes:
- BS – Stored for auction or sale
- BD - Discarded
- BO – Other disposition*

*Comments _____Ted Transferred to Purchasing Department from Finance.

Department Signature ___Capt Steve Coker_____

WORK ORDER #	DATE STORED	LOCATION STORED

Fixed Asset Change Form June 05, 2012 Sheriff's Office (Jail)
Additional Page

Qty	Description	Manufacturer / Model	Serial / VIN	Inventory Tag #	Code: Acquisition Or Disposal	Current Unit Value Over $50.00? (Y / N)	I.S. (Prep for Disposition only)	B&G Disposition Code
1	Flat top grill	Garland	7550-0410		DS	Y		
1	Kitchen scale	Hobart	Unable to locate		DS	Y		
1	Utility cart	Unable to locate	Unable to locate		DS	Y		