LARAMIE COUNTY CLERK BOARD OF COUNTY COMMISSIONERS AGENDA ITEM PROCESSING FORM

1. DATE OF PROPOSED ACTION: 10/17/2017

2. AGENDA ITEM: Appointments Bids/Purchases Claims								
Contracts/agreements/leases Grants Land Use: Variances/Board App/Plats								
Proclamations Public Hearings/Rules & Reg's Reports & Public Petitions								
Resolutions Other								
3. DEPARTMENT: County Clerk/Records Cntr								
APPLICANT: Deanna Grimm AGENT: Debra Lee								
4. DESCRIPTION: Consideration of disposal of old and broken equipment.								
Amount \$ From To								
5. DOCUMENTATION: 1 Originals Copies								

All items are due into the County Clerk's office by noon the Wednesday preceeding the Board meeting. All items must be approved by the Laramie County Attorney. Board meetings are held the first and third Tuesday of each month at 3:30 p.m. For questions, call 633-4266.

Fixed Asset Inventory Control System

ASSET DELETION FORM

rag Number.	91168	Asset Number:	
Asset Description:	: Cannon DR-5060 S	canner/Microfilmer	
Asset Manufactur	er: Cannon		
Asset Model Num	ber: DR-5060		
Serial Number: CE	F300648		
Asset Type: EQU-E	QUIPMENT	Assigned Location:	Clerk-RC
Deletion Code: SC-	-SCRAPPED	Deletion Date:10	6 / 2017
Sold/Traded to W	hom:		
Asset Value:			
Voucher Number:		Vendor Name:	
Acquisition Date:		13457 55023	-
Dept. Head Signat	ture: Debra d	K. Kee	Date: 10,10,17
		K. Kee	Date: 10,10,17 Date:
		L. Lee	_Date: <u> </u>
	lignature:		
	lignature:	DEPARTMENT USE ONLY	
Commissioner's S	lignature:	DEPARTMENT USE ONLY	

Laramie County Government Fixed Asset Inventory Control System

ASSET DELETION FORM

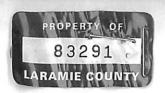
Tag Number:	89	9127		Asset Number	r :			
Asset Description:								
Asset Manufacture	er: Canno	on						
Asset Model Numb	er: DR-5	060						
Serial Number: CF	300178							
Asset Type: EQU-EC	UIPMENT	8		Assigned Loca	ation: _		Clei	ck-RC
Deletion Code: SC-S	CRAPPED			Deletion Date:	10	1	6	
Sold/Traded to Wh	iom:							
Asset Value:								
Voucher Number:				Vendor Name	e:			
Acquisition Date:				_Acquisition C	heck N	umb	er:_	
Dept. Head Signate	ure: 🎉	Debra	K.	Jee		_Da	te: <u>/</u>	11917
Commissioner's Si	gnature:					_Da	te:_	
	<u>ACCO</u>	<u>UNTING</u>	<u>DEP</u>	<u>ARTMENT US</u>	E ONL	<u>Y</u>		
Entered By:				Da	te:			/
Action:								



Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number:	83285	Asset Number:			
Asset Description: K					
Asset Manufacturer	: Kodak				
Asset Model Number	r:				
Serial Number:					
Asset Type: EQU-EQU					
Deletion Code: SC-SC	RAPPED	Deletion Date:	10	, 6	/ 2017
Sold/Traded to Who	m:				
Sold/Traded to Who Asset Value:					
Voucher Number:					
Acquisition Date:					
Dept. Head Signatur	e: Debia k	1. The		Date://	0/10/17
Dept. Head Signatur	nature:			_Date:_	/ /
	ACCOUNTING DE	PARTMENT USE	ONLI	<u>Y</u>	
Entered By:		Date	:		1
Action:					



Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number:		83291	_ Asset Number:				
Asset Description:	Kodak	Workstation	Shelf				
Asset Manufacture	er: Koda	ak					
Asset Model Numb	er:						
Serial Number:							
Asset Type: EQU-EC					(Clerk	-RC
Deletion Code: SC-	SCRAPPE	D	Deletion Date:	10		6	, 2017
Sold/Traded to Wi	nom:	0					
Asset Value:							
Voucher Number:			Vendor Name:_				
Acquisition Date:		//	Acquisition Che	eck Ni	ımbe	r:	
Dept. Head Signat	ure: <u>/</u>	Jelera K.	Tee		_Date	e: 10 ₁	10/17
Commissioner's Si	gnatur	e:			_Dat	e:	
	ACC	OUNTING DE	PARTMENT USE	<u>ONL I</u>	<u>Y</u>		
Entered By:			Date	:			/
Action:							



Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number:	88379		Asset Number:			
Asset Description:	Pitney Bowes	Scale				
Asset Manufacture	er: Pitney Bowe	S				
Asset Model Numl	oer:					
Serial Number: 10	32					
Asset Type: EQU-EC	QUIPMENT		Assigned Locat	ion:	Cl	erk-RC
Deletion Code: SC-	SCRAPPED		_Deletion Date:_	10	/ 6	/ 2017
Sold/Traded to WI	nom:					
Asset Value:						
Voucher Number:	(<u></u>	2	Vendor Name:			
Acquisition Date:						
Dept. Head Signat	ure: <i>Debi</i>	ak	1. Tee	,	_Date:	10,10,17
Commissioner's S	ignature:				_Date:	
	ACCOUNTIN	G DEP	ARTMENT USE	ONL	Y	
Entered By:			Date	e:		
Action:						



Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number:	87033	Asset Number: _			
Asset Description:	Pitney Bowes Scale				
Asset Manufacture	r: Pitney Bowes				
Asset Model Numb	er: <u>A570</u>	· 2			
Serial Number: 752	22				
Asset Type: EQU-EQ	UIPMENT	_Assigned Locati	ion:	Cle	ck-RC
Deletion Code: SC-S	CRAPPED	_Deletion Date: _	10	<i>J</i> 6	/ 2017
	nom:				
Voucher Number:		Vendor Name:			
Acquisition Date:	1 1	Acquisition Ch	eck N	umber:_	
Dept. Head Signat	ure: <u>Debrock</u> ignature:	1. Tel		_Date: <u>/</u>	10,10,17
Commissioner's S	ignature:			_Date:_	
	ACCOUNTING DE	PARTMENT USE	E ONL	<u>, Y</u>	
Entered By:		Dat	te:	1	1
Action:					



Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number:	84511		Asset Number:			
			Splicer			
Asset Manufacture	er: Prestose	al				
Serial Number: 67	53	1			October 1 (1974)	
			Assigned Locati	6		erk-RC
Deletion Code: SC-S	SCRAPPED		Deletion Date:_	10	/ 6	/ 2017
Sold/Traded to Wh	10m:			4		
Asset Value:						
Voucher Number:			Vendor Name:			
Acquisition Date:			Acquisition Cho	eck N	umber:	
Dept. Head Signat	ure: Del	Bras	L Jel		Date:_/	10/10/17
Commissioner's Si	gnature:				Date:_	
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	ACCOUNT	TING D	EPARTMENT USE	ONL	Y	
	ACCOUNT					
Entered By:			Date	e:		
Action:						



Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number:	87038	_ Asset Number:	
Asset Description	n: Large wood cabinet		
Asset Manufactu	irer:	<u> </u>	
Asset Model Nur	mber:		
	PFFICE EQUIPMENT		
Deletion Code: 50	C-SCRAPPED	_Deletion Date:10	/ 6 / 2017
Sold/Traded to V	Whom:		
Voucher Number	r:	Vendor Name:	
	://		
Dept. Head Signs	ature: <u>Albra R</u> Signature:	r. Pee	Date: [0] 10] 17
Commissioner's	Signature:		Date://
	•		
	ACCOUNTING DEP	PARTMENT USE ON	<u>LY</u>
Entered By:		Date:	1 1
Action:			



Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number:	83276	_Asset Number:			-
Asset Description: Bell					
Asset Manufacturer: Be	ll & Howell				
Asset Model Number: _				***	
Serial Number: 1503A					
Asset Type: EQU-EQUIPME	ENT	_Assigned Locati	ion:	Cle	rk-RC
Deletion Code: SC-SCRAPE	PED	_Deletion Date:_	10	/ 6	
Sold/Traded to Whom:			j		
Asset Value:					
Voucher Number:		_ Vendor Name:_			
Acquisition Date:					
Dept. Head Signature:	Debra K	. Tel		_Date:_/	0,10,17
Commissioner's Signatu	re:			_Date:_	
AC	COUNTING DEL	PARTMENT USE	ONL	<u>Y</u>	
77 (179					
Entered By:		Date	e:		



Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number:	89:	364		_ Asset Number:			
•				Machine			
Asset Manufacture							
Asset Model Numb	er: IJ105						
Serial Number: 20	5002495			a			
Asset Type: EQU-EQ	QUIPMENT			_Assigned Location	ı:	Cle	ck-RC
Deletion Code: SC-S	SCRAPPED	×.		_Deletion Date:1	.0 /	6	/ 2017
Sold/Traded to Wh	iom:						
Asset Value:							
Voucher Number:				Vendor Name:			
Acquisition Date: _				_Acquisition Check	Numl	oer:_	
Dept. Head Signati	ure: 🍂	oor	E K	Acquisition Check	D	ate://	0/10/17
Commissioner's Si	gnature:				D	ate:	
	<u>ACCOL</u>	INTINO	G DEP	PARTMENT USE ON	<u>VLY</u>		
Entered By:				Date:			
Action:							



Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number:	89365	Asset Number:	
Asset Description:	Pitney Bowes Mail	Feeder	
Asset Manufacture	r: Pitney Bowes		
Asset Model Numb	oer:		
Serial Number: 10	0704286		
Asset Type: EQU-EC	QUIPMENT	Assigned Location: _	Clerk-RC
		Deletion Date:10	
Sold/Traded to W	hom:		
Asset Value:			
Voucher Number:		Vendor Name:	ε
Acquisition Date:		Acquisition Check N	umber:
Dept. Head Signat	ture: <u>Alekia l</u>	L Vee	Date: 1910/17
Commissioner's S	ignature:	9	
	ACCOUNTING D	<u>EPARTMENT USE ONL</u>	. <u>Y</u>
Entered By:		Date:	1 1
Action:			