

**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.

Laramie County Government

Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number: 91168 Asset Number: _____

Asset Description: Cannon DR-5060 Scanner/Microfilmer

Asset Manufacturer: Cannon

Asset Model Number: DR-5060

Serial Number: CF300648

Asset Type: EQU-EQUIPMENT Assigned Location: Clerk-RC

Deletion Code: SC-SCRAPPED Deletion Date: 10 / 6 / 2017

Sold/Traded to Whom: _____

Asset Value: _____

Voucher Number: _____ Vendor Name: _____

Acquisition Date: ____ / ____ / ____ Acquisition Check Number: _____

Dept. Head Signature: Diana K. Yee Date: 10/10/17

Commissioner's Signature: _____ Date: ____ / ____ / ____

ACCOUNTING DEPARTMENT USE ONLY

Entered By: _____ Date: ____ / ____ / ____

Action: _____

Print Form

Laramie County Government

Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number: 89127 Asset Number: _____

Asset Description: Cannon DR-5060 Scanner/Microfilmer

Asset Manufacturer: Cannon

Asset Model Number: DR-5060

Serial Number: CF300178

Asset Type: EQU-EQUIPMENT Assigned Location: Clerk-RC

Deletion Code: SC-SCRAPPED Deletion Date: 10 / 6 / 2017

Sold/Traded to Whom: _____

Asset Value: _____

Voucher Number: _____ Vendor Name: _____

Acquisition Date: _____ / _____ / _____ Acquisition Check Number: _____

Dept. Head Signature: Debra K. Tee Date: 10/19/17

Commissioner's Signature: _____ Date: _____ / _____ / _____

ACCOUNTING DEPARTMENT USE ONLY

Entered By: _____ Date: _____ / _____ / _____

Action: _____

Print Form



Laramie County Government

Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number: 83285 Asset Number: _____

Asset Description: Kodak Workstation Shelf

Asset Manufacturer: Kodak

Asset Model Number: _____

Serial Number: _____

Asset Type: EQU-EQUIPMENT Assigned Location: Clerk-RC

Deletion Code: SC-SCRAPPED Deletion Date: 10 / 6 / 2017

Sold/Traded to Whom: _____

Asset Value: _____

Voucher Number: _____ Vendor Name: _____

Acquisition Date: _____ / _____ / _____ Acquisition Check Number: _____

Dept. Head Signature: Debra K. Jee Date: 10/10/17

Commissioner's Signature: _____ Date: _____ / _____ / _____

ACCOUNTING DEPARTMENT USE ONLY

Entered By: _____ Date: _____ / _____ / _____

Action: _____

Print Form



Laramie County Government

Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number: 83291 Asset Number: _____

Asset Description: Kodak Workstation Shelf

Asset Manufacturer: Kodak

Asset Model Number: _____

Serial Number: _____

Asset Type: EQU-EQUIPMENT Assigned Location: Clerk-RC

Deletion Code: SC-SCRAPPED Deletion Date: 10 / 6 / 2017

Sold/Traded to Whom: _____

Asset Value: _____

Voucher Number: _____ Vendor Name: _____

Acquisition Date: / / Acquisition Check Number: _____

Dept. Head Signature: *Debra K. Gee* Date: 10/10/17

Commissioner's Signature: _____ Date: / /

ACCOUNTING DEPARTMENT USE ONLY

Entered By: _____ Date: / /

Action: _____

Print Form



Laramie County Government

Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number: 88379 Asset Number: _____

Asset Description: Pitney Bowes Scale

Asset Manufacturer: Pitney Bowes

Asset Model Number: _____

Serial Number: 1032

Asset Type: EQU-EQUIPMENT Assigned Location: Clerk-RC

Deletion Code: SC-SCRAPPED Deletion Date: 10 / 6 / 2017

Sold/Traded to Whom: _____

Asset Value: _____

Voucher Number: _____ Vendor Name: _____

Acquisition Date: ____ / ____ / ____ Acquisition Check Number: _____

Dept. Head Signature: Debra H. Gee Date: 10/10/17

Commissioner's Signature: _____ Date: ____ / ____ / ____

ACCOUNTING DEPARTMENT USE ONLY

Entered By: _____ Date: ____ / ____ / ____

Action: _____

Print Form



Laramie County Government
Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number: 87033 Asset Number: _____

Asset Description: Pitney Bowes Scale

Asset Manufacturer: Pitney Bowes

Asset Model Number: A570

Serial Number: 7522

Asset Type: EQU-EQUIPMENT Assigned Location: Clerk-RC

Deletion Code: SC-SCRAPPED Deletion Date: 10 / 6 / 2017

Sold/Traded to Whom: _____

Asset Value: _____

Voucher Number: _____ Vendor Name: _____

Acquisition Date: _____ / _____ / _____ Acquisition Check Number: _____

Dept. Head Signature: Debra K. Lee Date: 10/10/17

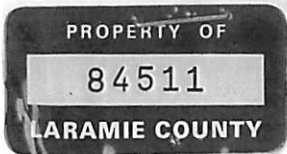
Commissioner's Signature: _____ Date: / /

ACCOUNTING DEPARTMENT USE ONLY

Entered By: _____ Date: _____ / _____ / _____

Action: _____

Print Form



Laramie County Government

Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number: 84511 Asset Number: _____

Asset Description: Prestoseal Film Splicer

Asset Manufacturer: Prestoseal

Asset Model Number: _____

Serial Number: 6753

Asset Type: EQU-EQUIPMENT Assigned Location: Clerk-RC

Deletion Code: SC-SCRAPPED Deletion Date: 10 / 6 / 2017

Sold/Traded to Whom: _____

Asset Value: _____

Voucher Number: _____ Vendor Name: _____

Acquisition Date: _____ / _____ / _____ Acquisition Check Number: _____

Dept. Head Signature: Debra K. Lee Date: 10/10/17

Commissioner's Signature: _____ Date: _____ / _____ / _____

ACCOUNTING DEPARTMENT USE ONLY

Entered By: _____ Date: _____ / _____ / _____

Action: _____

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Laramie County Government

Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number: 87038 Asset Number: _____

Asset Description: Large wood cabinet

Asset Manufacturer: _____

Asset Model Number: _____

Serial Number: _____

Asset Type: OE-OFFICE EQUIPMENT Assigned Location: Clerk-RC

Deletion Code: SC-SCRAPPED Deletion Date: 10 / 6 / 2017

Sold/Traded to Whom: _____

Asset Value: _____

Voucher Number: _____ Vendor Name: _____

Acquisition Date: ____ / ____ / ____ Acquisition Check Number: _____

Dept. Head Signature: Debra K. Lee Date: 10/10/17

Commissioner's Signature: _____ Date: ____ / ____ / ____

ACCOUNTING DEPARTMENT USE ONLY

Entered By: _____ Date: ____ / ____ / ____

Action: _____

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Laramie County Government

Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number: 83276 Asset Number: _____

Asset Description: Bell & Howell Microimagery

Asset Manufacturer: Bell & Howell

Asset Model Number: _____

Serial Number: 1503A

Asset Type: EQU-EQUIPMENT Assigned Location: Clerk-RC

Deletion Code: SC-SCRAPPED Deletion Date: 10 / 6 / 2017

Sold/Traded to Whom: _____

Asset Value: _____

Voucher Number: _____ Vendor Name: _____

Acquisition Date: ____ / ____ / ____ Acquisition Check Number: _____

Dept. Head Signature: Debra R. Jee Date: 10/10/17

Commissioner's Signature: _____ Date: ____ / ____ / ____

ACCOUNTING DEPARTMENT USE ONLY

Entered By: _____ Date: ____ / ____ / ____

Action: _____

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Laramie County Government

Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number: 89364 Asset Number: _____

Asset Description: Neopost IJ105 Mail Machine

Asset Manufacturer: Neopost

Asset Model Number: IJ105

Serial Number: 205002495

Asset Type: EQU-EQUIPMENT Assigned Location: Clerk-RC

Deletion Code: SC-SCRAPPED Deletion Date: 10 / 6 / 2017

Sold/Traded to Whom: _____

Asset Value: _____

Voucher Number: _____ Vendor Name: _____

Acquisition Date: _____ / _____ / _____ Acquisition Check Number: _____

Dept. Head Signature: *Debra K. Lee* Date: 10/10/17

Commissioner's Signature: _____ Date: _____ / _____ / _____

ACCOUNTING DEPARTMENT USE ONLY

Entered By: _____ Date: _____ / _____ / _____

Action: _____

Print Form



Laramie County Government

Fixed Asset Inventory Control System

ASSET DELETION FORM

Tag Number: 89365 Asset Number: _____

Asset Description: Pitney Bowes Mail Feeder

Asset Manufacturer: Pitney Bowes

Asset Model Number: _____

Serial Number: 100704286

Asset Type: EQU-EQUIPMENT Assigned Location: Clerk-RC

Deletion Code: SC-SCRAPPED Deletion Date: 10 / 6 / 2017

Sold/Traded to Whom: _____

Asset Value: _____

Voucher Number: _____ Vendor Name: _____

Acquisition Date: _____ / _____ / _____ Acquisition Check Number: _____

Dept. Head Signature: Debra K. Lee Date: 10/10/17

Commissioner's Signature: _____ Date: _____ / _____ / _____

ACCOUNTING DEPARTMENT USE ONLY

Entered By: _____ Date: _____ / _____ / _____

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