050705--42

I, Diane Humphrey, duly elected County Commissioner and Chairman of the Board for Laramie County do hereby state that my signature below acknowledges approval of the disposal of all fixed assets described on the attached documents.

Diane Humphrey
Chairman's Signature

7-6-05
Date

Attest: Debra K. Sasser

c:\budget

COPY OF RECORD

# ASSET DISPOSAL LIST

| | ICN # | Asset Description |
|---|---|---|
| 1) | 85887 | Dictaphone |
| 2) | 86681 | 14" Monitor |
| 3) | 87262 | Microlink Computer |
| 4) | 87758 | Wyse Dumb Terminal |
| 5) | 88086 | IBM 2380 Line Printer |
| 6) | 88221 | Deskjet 850C |
| 7) | 88235 | HP External Hard Drive |
| 8) | 88701 | Compupoint PC |
| 9) | 88762 | HP Photosmart P1100 Printer |
| 10) | 89146 | Dell LTO Tape Drive |

PROPERTY OF
85887
LARAMIE COUNTY

# Laramie County

# FIXED ASSET CONTROL SYSTEM DISPOSAL

## FOR DISPOSING OF AN EXISTING ASSET RECORD

To be completed by owner of asset.

Asset Description Dictaphone

Asset # _____ Asset Attachment # _____ Tag/Ref # 85887

Serial # _____ Date of Disposal _____

Asset Type _____ Assigned Location _____

Dept Head Signature _____ Date 6-22-05

Commissioner's Signature _____ Date _____

### ACTION TAKEN

(Check one and complete)

Lost =LO___ Explain: _____
Stolen =ST___ Explain: _____
Destroyed =DS___ Explain: _____
Scrapped =SC_✓_ Explain: Broken
Under $500 =UF___ Explain: _____
Error =ER___ Explain: _____
Given Away=GI___ Explain/Whom: _____
Sold =SO___ Explain/Whom: _____
Cost $ _____
Traded-in =TR___ Explain/Whom _____
Trade-in Value $ _____
Item Received in Trade _____

### FOR DATA ENTRY USE:

Entered By: _____ Date _____
Notes: _____

**ASSET TYPE**

BLD-BUILDING
CEQ-CONSTRUCTION EQUIPMENT
DPH-DATA PROCESS HARDWARE
DPS-DATA PROCESS SOFTWARE
EQU-EQUIPMENT
FF-FURNITURE
GUN-GUNS
LND-LAND
OE-OFFICE EQUIPMENT
VEH-VEHICLES/TRAILERS

PROPERTY OF
86681
LARAMIE COUNTY

# Laramie County

# FIXED ASSET CONTROL SYSTEM DISPOSAL

## FOR DISPOSING OF AN EXISTING ASSET RECORD

**To be completed by owner of asset.**

**Asset Description** 14" Monitor "Leading Technology"

**Asset #** _____ **Asset Attachment #** _____ **Tag/Ref #** 88681

**Serial #** 00503972 **Date of Disposal** 6-10-05

**Asset Type** _____ **Assigned Location** _____

**Dept Head Signature** _____ **Date** 6-22-05

**Commissioner's Signature** _____ **Date** _____

### ACTION TAKEN

**(Check one and complete)**

| | | |
|---|---|---|
| **Lost** | **=LO** ____ | **Explain:** _____ |
| **Stolen** | **=ST** ____ | **Explain:** _____ |
| **Destroyed** | **=DS** ____ | **Explain:** _____ |
| **Scrapped** | **=SC** ✓ | **Explain:** old |
| **Under $500** | **=UF** ____ | **Explain:** _____ |
| **Error** | **=ER** ____ | **Explain:** _____ |
| **Given Away** | **=GI** ____ | **Explain/Whom:** _____ |
| **Sold** | **=SO** ____ | **Explain/Whom:** _____ |
| | | **Cost $** _____ |
| **Traded-in** | **=TR** ____ | **Explain/Whom** _____ |
| | | **Trade-in Value $** _____ |
| | | **Item Received in Trade** _____ |

### FOR DATA ENTRY USE:

**Entered By:** _____ **Date** _____

**Notes:** _____

**ASSET TYPE**

| | | |
|---|---|---|
| **BLD**-BUILDING | **EQU**-EQUIPMENT | **OE**-OFFICE EQUIPMENT |
| **CEQ**-CONSTRUCTION EQUIPMENT | **FF**-FURNITURE | **VEH**-VEHICLES/TRAILERS |
| **DPH**-DATA PROCESS HARDWARE | **GUN**-GUNS | |
| **DPS**-DATA PROCESS SOFTWARE | **LND**-LAND | |

PROPERTY OF
87262
LARAMIE COUNTY

# Laramie County

# FIXED ASSET CONTROL SYSTEM DISPOSAL

## FOR DISPOSING OF AN EXISTING ASSET RECORD

To be completed by owner of asset.

Asset Description Microlink Computer

Asset # _____ Asset Attachment # _____ Tag/Ref # 87262

Serial # 0157076 Date of Disposal _____

Asset Type _____ Assigned Location _____

Dept Head Signature R [signature] Date 6-22-22

Commissioner's Signature _____ Date _____

## ACTION TAKEN

(Check one and complete)

Lost =LO___ Explain: _____
Stolen =ST___ Explain: _____
Destroyed =DS___ Explain: _____
Scrapped =SC_✓_ Explain: Broken
Under $500 =UF___ Explain: _____
Error =ER___ Explain: _____
Given Away=GI___ Explain/Whom: _____
Sold =SO___ Explain/Whom: _____
Cost $ _____
Traded-in =TR___ Explain/Whom _____
Trade-in Value $ _____
Item Received in Trade _____

## FOR DATA ENTRY USE:

Entered By: _____ Date _____
Notes: _____

**ASSET TYPE**

| | | |
|---|---|---|
| BLD-BUILDING | EQU-EQUIPMENT | OE-OFFICE EQUIPMENT |
| CEQ-CONSTRUCTION EQUIPMENT | FF-FURNITURE | VEH-VEHICLES/TRAILERS |
| DPH-DATA PROCESS HARDWARE | GUN-GUNS | |
| DPS-DATA PROCESS SOFTWARE | LND-LAND | |

PROPERTY OF
87758
LARAMIE COUNTY

# Laramie County

# FIXED ASSET CONTROL SYSTEM DISPOSAL

## FOR DISPOSING OF AN EXISTING ASSET RECORD

**To be completed by owner of asset.**

**Asset Description** Wyse Dumb Terminal

**Asset #**_____ **Asset Attachment #**_____ **Tag/Ref #** 87758

**Serial #** OHY153000087 **Date of Disposal**_____

**Asset Type**_____ **Assigned Location**_____

**Dept Head Signature** R Fuller **Date** 6-22-05

**Commissioner's Signature**_____ **Date**_____

### ACTION TAKEN

**(Check one and complete)**

| | | |
|---|---|---|
| **Lost** | **=LO**____ | **Explain:**_____ |
| **Stolen** | **=ST**____ | **Explain:**_____ |
| **Destroyed** | **=DS**____ | **Explain:**_____ |
| **Scrapped** | **=SC** ✓ | **Explain:** Broken |
| **Under $500** | **=UF**____ | **Explain:**_____ |
| **Error** | **=ER**____ | **Explain:**_____ |
| **Given Away** | **=GI**____ | **Explain/Whom:**_____ |
| **Sold** | **=SO**____ | **Explain/Whom:**_____ |
| | | **Cost $**_____ |
| **Traded-in** | **=TR**____ | **Explain/Whom**_____ |
| | | **Trade-in Value $**_____ |
| | | **Item Received in Trade**_____ |

### FOR DATA ENTRY USE:

**Entered By:**_____ **Date**_____

**Notes:**_____

**ASSET TYPE**

| | | |
|---|---|---|
| **BLD**-BUILDING | **EQU**-EQUIPMENT | **OE**-OFFICE EQUIPMENT |
| **CEQ**-CONSTRUCTION EQUIPMENT | **FF**-FURNITURE | **VEH**-VEHICLES/TRAILERS |
| **DPH**-DATA PROCESS HARDWARE | **GUN**-GUNS | |
| **DPS**-DATA PROCESS SOFTWARE | **LND**-LAND | |

LARAMIE COUNTY
98088
PROPERTY OF

# Laramie County

# FIXED ASSET CONTROL SYSTEM DISPOSAL

## FOR DISPOSING OF AN EXISTING ASSET RECORD

To be completed by owner of asset.

Asset Description IBM 2380 line printer

Asset # 88086 Asset Attachment # _____ Tag/Ref # _____

Serial # _____ Date of Disposal 3-28-05

Asset Type _____ Assigned Location _____

Dept Head Signature R [signature] Date 6-22-05

Commissioner's Signature _____ Date _____

## ACTION TAKEN

(Check one and complete)

Lost =LO ___ Explain: _____
Stolen =ST ___ Explain: _____
Destroyed =DS ___ Explain: _____
Scrapped =SC ✓ Explain: old/broken
Under $500 =UF ___ Explain: _____
Error =ER ___ Explain: _____
Given Away =GI ___ Explain/Whom: _____
Sold =SO ___ Explain/Whom: _____
Cost $ _____
Traded-in =TR ___ Explain/Whom _____
Trade-in Value $ _____
Item Received in Trade _____

## FOR DATA ENTRY USE:

Entered By: _____ Date _____
Notes: _____

**ASSET TYPE**

| | | |
|---|---|---|
| **BLD**-BUILDING | **EQU**-EQUIPMENT | **OE**-OFFICE EQUIPMENT |
| **CEQ**-CONSTRUCTION EQUIPMENT | **FF**-FURNITURE | **VEH**-VEHICLES/TRAILERS |
| **DPH**-DATA PROCESS HARDWARE | **GUN**-GUNS | |
| **DPS**-DATA PROCESS SOFTWARE | **LND**-LAND | |

PROPERTY OF
88221
LARAMIE COUNTY

# Laramie County

# FIXED ASSET CONTROL SYSTEM DISPOSAL

## FOR DISPOSING OF AN EXISTING ASSET RECORD

**To be completed by owner of asset.**

**Asset Description** DeskJet 850C

**Asset #** _____ **Asset Attachment #** _____ **Tag/Ref #** 88221

**Serial #** SG56815 1F8 **Date of Disposal** 5-19-05

**Asset Type** _____ **Assigned Location** _____

**Dept Head Signature** _____ **Date** 6-22-05

**Commissioner's Signature** _____ **Date** _____

## ACTION TAKEN

**(Check one and complete)**

| | | | |
|---|---|---|---|
| **Lost** | **=LO** ____ | **Explain:** | |
| **Stolen** | **=ST** ____ | **Explain:** | |
| **Destroyed** | **=DS** ____ | **Explain:** | |
| **Scrapped** | **=SC** ✓ | **Explain:** | OLD |
| **Under $500** | **=UF** ____ | **Explain:** | |
| **Error** | **=ER** ____ | **Explain:** | |
| **Given Away** | **=GI** ____ | **Explain/Whom:** | |
| **Sold** | **=SO** ____ | **Explain/Whom:** | |
| | | **Cost $** | |
| **Traded-in** | **=TR** ____ | **Explain/Whom** | |
| | | **Trade-in Value $** | |
| | | **Item Received in Trade** | |

## FOR DATA ENTRY USE:

**Entered By:** _____ **Date** _____

**Notes:** _____

**ASSET TYPE**

| | | |
|---|---|---|
| **BLD**-BUILDING | **EQU**-EQUIPMENT | **OE**-OFFICE EQUIPMENT |
| **CEQ**-CONSTRUCTION EQUIPMENT | **FF**-FURNITURE | **VEH**-VEHICLES/TRAILERS |
| **DPH**-DATA PROCESS HARDWARE | **GUN**-GUNS | |
| **DPS**-DATA PROCESS SOFTWARE | **LND**-LAND | |

PROPERTY OF
88235
LARAMIE COUNTY

# Laramie County

# FIXED ASSET CONTROL SYSTEM DISPOSAL

## FOR DISPOSING OF AN EXISTING ASSET RECORD

To be completed by owner of asset.

Asset Description Hewlett Packard External Scsi Harddrive

Asset # _____ Asset Attachment # _____ Tag/Ref # 88235

Serial # 0628A50672 Date of Disposal _____

Asset Type _____ Assigned Location _____

Dept Head Signature [signature] Date 6-22-05

Commissioner's Signature _____ Date _____

## ACTION TAKEN

(Check one and complete)

Lost =LO ___ Explain: _____
Stolen =ST ___ Explain: _____
Destroyed =DS ___ Explain: _____
Scrapped =SC ✓ Explain: old/Broken
Under $500 =UF ___ Explain: _____
Error =ER ___ Explain: _____
Given Away =GI ___ Explain/Whom: _____
Sold =SO ___ Explain/Whom: _____
Cost $ _____
Traded-in =TR ___ Explain/Whom _____
Trade-in Value $ _____
Item Received in Trade _____

## FOR DATA ENTRY USE:

Entered By: _____ Date _____
Notes: _____

**ASSET TYPE**

| | | |
|---|---|---|
| BLD-BUILDING | EQU-EQUIPMENT | OE-OFFICE EQUIPMENT |
| CEQ-CONSTRUCTION EQUIPMENT | FF-FURNITURE | VEH-VEHICLES/TRAILERS |
| DPH-DATA PROCESS HARDWARE | GUN-GUNS | |
| DPS-DATA PROCESS SOFTWARE | LND-LAND | |

PROPERTY OF
LARAMIE COUNTY
88701

# Laramie County

# FIXED ASSET CONTROL SYSTEM DISPOSAL

## FOR DISPOSING OF AN EXISTING ASSET RECORD

To be completed by owner of asset.

Asset Description Compupoint PC P II 300 MHz

Asset # _____ Asset Attachment # _____ Tag/Ref # 88701

Serial # 1642501 Date of Disposal 6-10-05

Asset Type _____ Assigned Location _____

Dept Head Signature R Fuller Date 6-22-05

Commissioner's Signature _____ Date _____

## ACTION TAKEN

(Check one and complete)

Lost =LO ___ Explain: _____
Stolen =ST ___ Explain: _____
Destroyed =DS ___ Explain: _____
Scrapped =SC ✓ Explain: Old
Under $500 =UF ___ Explain: _____
Error =ER ___ Explain: _____
Given Away =GI ___ Explain/Whom: _____
Sold =SO ___ Explain/Whom: _____
Cost $ _____
Traded-in =TR ___ Explain/Whom _____
Trade-in Value $ _____
Item Received in Trade _____

## FOR DATA ENTRY USE:

Entered By: _____ Date _____
Notes: _____

**ASSET TYPE**

| | | |
|---|---|---|
| **BLD**-BUILDING | **EQU**-EQUIPMENT | **OE**-OFFICE EQUIPMENT |
| **CEQ**-CONSTRUCTION EQUIPMENT | **FF**-FURNITURE | **VEH**-VEHICLES/TRAILERS |
| **DPH**-DATA PROCESS HARDWARE | **GUN**-GUNS | |
| **DPS**-DATA PROCESS SOFTWARE | **LND**-LAND | |

PROPERTY OF
LARAMIE COUNTY
88762

# Laramie County

# FIXED ASSET CONTROL SYSTEM DISPOSAL

## FOR DISPOSING OF AN EXISTING ASSET RECORD

To be completed by owner of asset.

Asset Description HP Photosmart P1100 Printer

Asset # _____ Asset Attachment # _____ Tag/Ref # 88762

Serial # MX02R1B06D Date of Disposal _____

Asset Type _____ Assigned Location _____

Dept Head Signature [signature] Date 6-22-05

Commissioner's Signature _____ Date _____

## ACTION TAKEN

(Check one and complete)

Lost =LO ___ Explain: _____
Stolen =ST ___ Explain: _____
Destroyed =DS ___ Explain: _____
Scrapped =SC ✓ Explain: old/broken
Under $500 =UF ___ Explain: _____
Error =ER ___ Explain: _____
Given Away =GI ___ Explain/Whom: _____
Sold =SO ___ Explain/Whom: _____
Cost $ _____
Traded-in =TR ___ Explain/Whom _____
Trade-in Value $ _____
Item Received in Trade _____

## FOR DATA ENTRY USE:

Entered By: _____ Date _____
Notes: _____

**ASSET TYPE**

| | | |
|---|---|---|
| **BLD**-BUILDING | **EQU**-EQUIPMENT | **OE**-OFFICE EQUIPMENT |
| **CEQ**-CONSTRUCTION EQUIPMENT | **FF**-FURNITURE | **VEH**-VEHICLES/TRAILERS |
| **DPH**-DATA PROCESS HARDWARE | **GUN**-GUNS | |
| **DPS**-DATA PROCESS SOFTWARE | **LND**-LAND | |

PROPERTY OF
LARAMIE COUNTY
89146

# Laramie County

# FIXED ASSET CONTROL SYSTEM DISPOSAL

## FOR DISPOSING OF AN EXISTING ASSET RECORD

**To be completed by owner of asset.**

**Asset Description** Dell LTO Tape Drive

**Asset #** _____ **Asset Attachment #** _____ **Tag/Ref #** 89146

**Serial #** GBB2K00URY **Date of Disposal** _____

**Asset Type** DPH **Assigned Location** 61201

**Dept Head Signature** _____ **Date** 6-22-05

**Commissioner's Signature** _____ **Date** _____

## ACTION TAKEN

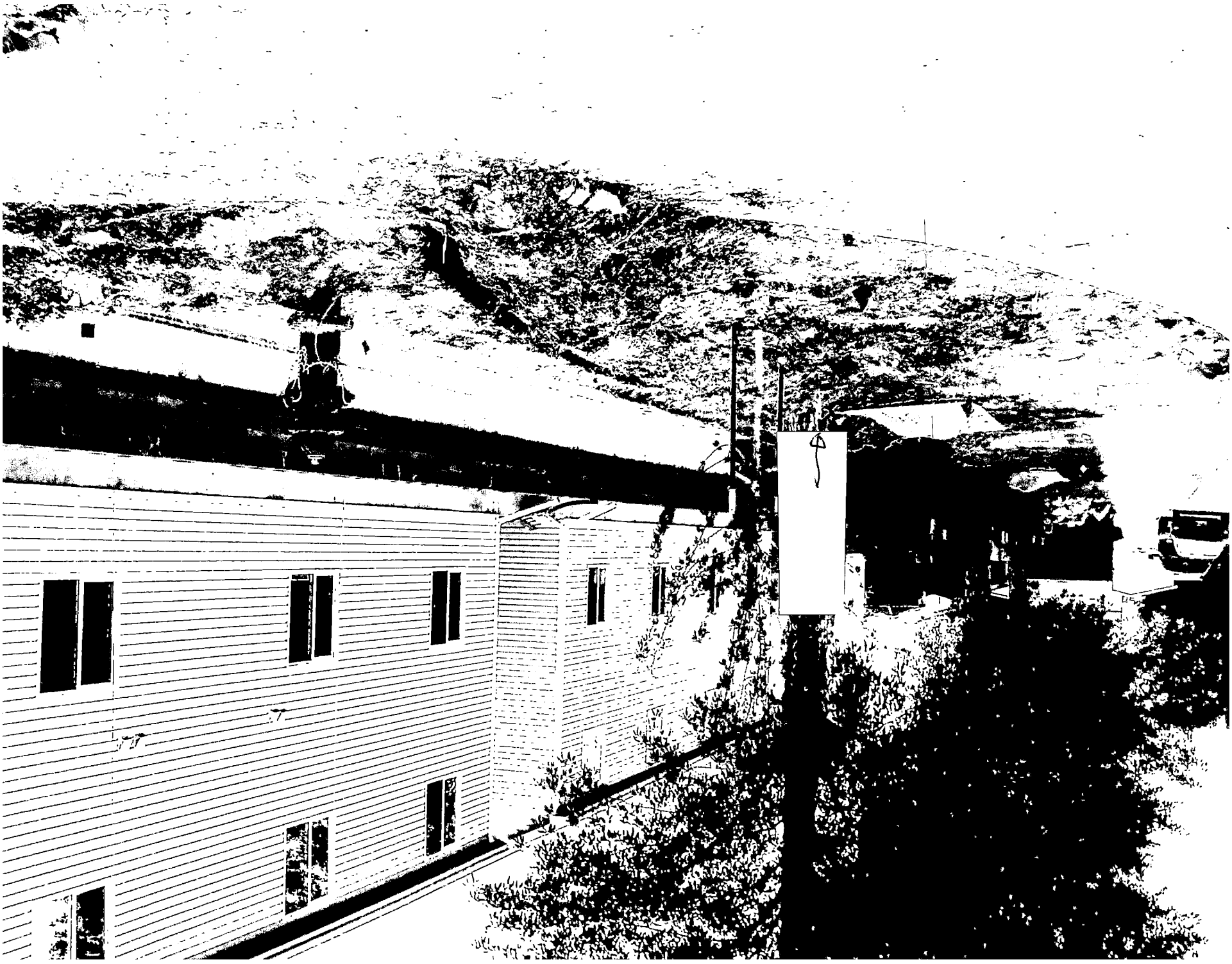
**(Check one and complete)**

| | | |
|---|---|---|
| **Lost** | **=LO** ____ | **Explain:** _____ |
| **Stolen** | **=ST** ____ | **Explain:** _____ |
| **Destroyed** | **=DS** ____ | **Explain:** _____ |
| **Scrapped** | **=SC** ✓ | **Explain:** Broken |
| **Under $500** | **=UF** ____ | **Explain:** _____ |
| **Error** | **=ER** ____ | **Explain:** _____ |
| **Given Away** | **=GI** ____ | **Explain/Whom:** _____ |
| **Sold** | **=SO** ____ | **Explain/Whom:** _____ |
| | | **Cost $** _____ |
| **Traded-in** | **=TR** ____ | **Explain/Whom** _____ |
| | | **Trade-in Value $** _____ |
| | | **Item Received in Trade** _____ |

## FOR DATA ENTRY USE:

**Entered By:** _____ **Date** _____

**Notes:** _____

**ASSET TYPE**

| | | |
|---|---|---|
| BLD-BUILDING | EQU-EQUIPMENT | OE-OFFICE EQUIPMENT |
| CEQ-CONSTRUCTION EQUIPMENT | FF-FURNITURE | VEH-VEHICLES/TRAILERS |
| DPH-DATA PROCESS HARDWARE | GUN-GUNS | |
| DPS-DATA PROCESS SOFTWARE | LND-LAND | |