

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Inventory Transactions (Staff recommends approval).

REQUESTED ACTION: Please authorize the following inventory transactions:

Work Session (Report Only) **DATE OF MEETING:** 11/27/12
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
 Effective Date: _____ Termination Date: _____
 Managing Division / Dept: Financial Services

BUDGET IMPACT: _____
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:

Per the Sumter County Board of County Commissioners Tangible Personal Property Policy, section IV Property Transfers and Surplus Property (2) (b.).

The request for the Board is to approve the inventory transactions as noted below from the Year End Physical Inventory Audit:

| <u>Description</u> | <u>Asset Tag #</u> | <u>Custodian</u> | <u>Action</u> |
|---|--------------------|-------------------------|----------------|
| Cisco Firewall Model 20 s/n 4405123020 | n/a | Supervisor of Elections | Dispose Junk |
| Dell GX520 Computer | CC-68-PARK | Park Services | Transfer to IT |
| Dell Gx520 Computers (Qty 3) | n/a | IT | Dispose Junk |
| Dell Opti 755X Computers (Qty 3) | n/a | IT | Dispose Junk |
| Dell Opti 320 Computer (Qty 1) | n/a | IT | Dispose Junk |
| Acer Laptop | n/a | Emergency Management | Dispose Junk |
| Jetbook Laptops (Qty 2) | n/a | Emergency Management | Dispose Junk |
| Dual Core Durabooks (Qty 15) | n/a | Emergency Management | Dispose Junk |
| Nspire Laptop | n/a | Emergency Management | Dispose Junk |
| Dell Laptop | n/a | Emergency Management | Dispose Junk |
| IBM Laptop | n/a | Emergency Management | Dispose Junk |