

Memo

Date: March 28, 2016

To: Clay County Commissioners

From: Texas AgriLife Extension Service – Clay County
Sherri Halsell

A handwritten signature in black ink, appearing to read "Sherri Halsell", written over the printed name.

Subject: Request to remove items from Inventory

The Texas AgriLife Extension Service – Clay County extension office has a several items that no longer work or are obsolete. I would like to request that the list attached be approved for scrap, removed from our inventory list and allowed to be put in dumpster.

Request removal of items listed from the County Extension Office Inventory as of April 2016.

ITEMS TO BE CONSIDERED AS SALVAGE

Property of Clay County Extension Office

Office furniture & equipment	Serial number	Date of purchase	quantity	Line Item	Location
Maroon chairs with wooden arms & legs		Before 10/1/01	3		1 Farm Service Ag. office
8 ft. folding tables		Before 10/1/01	3		NRCS Shed
Chairs – stackable plastic – black		Before 10/1/01	5		Extension Shed

Formerly Property of Texas AgriLIFE Extension – Now Property of Clay County Extension office

Office furniture & equipment	Serial number	Date of purchase	quantity	Line Item	Location
Wooden Secretary Desk with attached side table		Before 10/1/01	1		Farm Service Agency office
Metal Utility Cart on wheels		Before 10/1/01	2		1 Extension outer office 1 Extension Closet
Televisions		Before 10/1/01	2		1 Extension outer office 1 Extension Closet
Metal File Cabinet		Before 10/1/01	1		Extension Shed
Metal Square Cabinet on wheels		Before 10/1/01	1		Extension Shed
Dolly/truck		Before 10/1/01	1		Extension Shed
Black folding chairs		Before 10/1/01	2		Extension Shed
Computer and other tech Equipment					
<i>Cost share with AgriLife on Extension Inventory</i>					
Dell Optiplex 780 Computer & Monitor	Duplicate to one below		1	Computer	Secretary desk
Twinhead-Computer-Laptop	H11111449	12/18/98	1	computer	FGS-Agent office
This was donated to the Henrietta Church of Christ Youth. Forms in file of deleted property items.					
Not Cost share – County Inventory					
Flat Screen Monitor HP		About 2006	1	TAMU fcs award	AG Agent office
HP Printer		About 2005	1		Extension Outer office
Dell Optiplex 780 Computer & Monitor(not cost share)	HKZT1P1	12/1/10	1	computer	Extension Secretary desk

Gateway Computer given by Farm Service Agency		2/1/10	1	Farm Service Agency	Ag Agent office
AT&T DSL Router 2701HG-B	931119062806	About 2011	1	Computer or office	Extension Outer office
Canon PC1251 Camera	4926062749	2/6/05	1	Edu supplies	FCS office
Horse Club Equipment					
Wooden bridge		Donated to club	1		Extension Shed
gate		Donated to club	1		Extension Shed
Flags		Donated to club	9		Extension Shed
large flags (1 US & 1 Texas)		Donated to club	2		Extension Shed
Orange cones		Donated to club	8		Extension Shed

Requested by: _____ date: _____
County Extension Agent

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County Extension Agent

Proved by: _____ date: _____

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