



# OFFICE OF COURT ADMINISTRATION

DAVID SLAYTON  
Administrative Director

August 5, 2016

Thank you again for your submission to the OCA Equipment Loan Program. In these boxes, you will find the equipment you had requested.

**Please sign and date the attached Transfer of Loaned Equipment Form and return it to OCA. Return the form to:**

ATTN: Property Manager  
Office of Court Administration  
P.O. Box 12066  
Austin, TX 78711-2066

Also, by participating in the program, please remember that it was agreed that:

- The county will use this equipment for business purposes and to exercise reasonable care for safekeeping of this equipment. The county must at a minimum ensure the security of the equipment and take care to avoid damage and that it can be located if requested by OCA.
- In the event the county no longer wishes to use the equipment during the loan period, the county agrees to ship the equipment back to OCA.
- After 4 years (August 5, 2020), OCA agrees to sign-off on the equipment as a donation to the county.
- No software support. OCA will not provide any software support for the equipment.
- Manufacturer provided hardware support. OCA will coordinate manufacturer hardware support against defects of the hardware for the warranted life of the equipment.

If you have any questions, please do not hesitate to email me at [casey.kennedy@txcourts.gov](mailto:casey.kennedy@txcourts.gov)

A handwritten signature in black ink, appearing to read "Casey Kennedy".

Casey Kennedy  
Director, Information Services

OFFICE OF COURT ADMINISTRATION

**TRANSFER OF LOANED EQUIPMENT (TLE)**  
**(External Transfers Only)**

TEMPORARY LOAN       PERMANENT TRANSFER       REQUEST TO SURPLUS

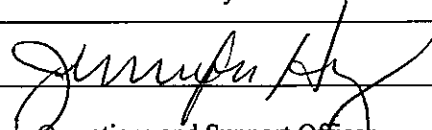
OCA TAG #	DESCRIPTION	SERIAL #
1 212-05618	Server, HP M350T09	2M262804TF

**TRANSFER FROM: Office of Court Administration**      **TRANSFER DATE: 8/24/16**

Office of Court Administration

ADDRESS / BUILDING / ROOM: 205 W 14<sup>th</sup> St, Austin, TX 78701

TRANSFERRING AUTHORIZED USER (TYPE OR PRINT): Jennifer Henry- Chief Financial Officer

TRANSFERRING AUTHORIZED USER (SIGNATURE): 

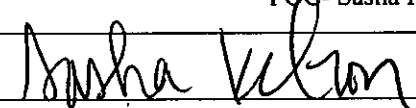
PROPERTY CUSTODIAN SIGNATURE: Jeannie Lucas - Operations and Support Officer

**TRANSFER TO: Clay County**      **RECEIPT DATE: 9/2/16**

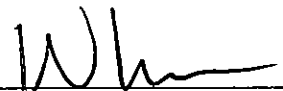
COURT: 214 N. Main, Henrietta, TX 76365

ADDRESS / BUILDING / ROOM: POC- Sasha Kelton

TRANSFERRING AUTHORIZED USER (TYPE OR PRINT): POC- Sasha Kelton

TRANSFERRING AUTHORIZED USER (SIGNATURE): 

PROPERTY CUSTODIAN SIGNATURE: \_\_\_\_\_

OCA PROPERTY MANAGER SIGNATURE:       DATE: 8/24/16

Original – Return to OCA Property Manager

Copy – Retain copy for your records

[ ] This change has been entered into SPA      Date: \_\_\_\_\_  
 Initials: \_\_\_\_\_

OFFICE OF COURT ADMINISTRATION

**TRANSFER OF LOANED EQUIPMENT (TLE)  
(External Transfers Only)**

TEMPORARY LOAN       PERMANENT TRANSFER       REQUEST TO SURPLUS

OCA TAG #	DESCRIPTION	SERIAL #
2	Computer, HP Elitedesk 800 2012R2	
212-05568		MXL62814JT
212-05570		MXL62814JS

**TRANSFER FROM: Office of Court Administration**      **TRANSFER DATE: 8/5/16**

Office of Court Administration  
 205 W 14<sup>th</sup> St, Austin, TX 78701  
 ADDRESS / BUILDING / ROOM:  
 TRANSFERRING AUTHORIZED USER (TYPE OR PRINT): Jennifer Henry- Chief Financial Officer  
 TRANSFERRING AUTHORIZED USER (SIGNATURE): *Jennifer Henry*  
 PROPERTY CUSTODIAN SIGNATURE: Jeannie Lucas- Operations and Support Officer *JL*

**TRANSFER TO: Clay County**      **RECEIPT DATE: 8/30/16**

COURT:  
 214 N Main St., Henrietta TX 76365  
 ADDRESS / BUILDING / ROOM:  
 TRANSFERRING AUTHORIZED USER (TYPE OR PRINT): POC- Sasha Kelton - 940-538-4631  
 TRANSFERRING AUTHORIZED USER (SIGNATURE): *Sasha Kelton*  
 PROPERTY CUSTODIAN SIGNATURE:

OCA PROPERTY MANAGER SIGNATURE: *JL*      DATE: \_\_\_\_\_

Original - Return to OCA Property Manager

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This change has been entered into SPA      Date: \_\_\_\_\_  
 Initials: \_\_\_\_\_

