



TARA S. GREEN, CLAY COUNTY CLERK OF COURT AND COMPTROLLER

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FROM: Jewel Baskin
TO: Howard Wanamaker, Clay County Manager
VIA: Clay County Comptroller's Office
SUBJECT: County Surplus Property
REFERENCE: (A) Chapter 274, Florida Statute
(B) Rule Chapter 69I-73 of the Florida Administrative Code

DATE: 12-15-22

All County property that is to be junked, destroyed, or stored will be referred to the Comptroller's Office. In accordance with references (A) and (B), these items shall remain part of the Department's inventory until approved by the Board of County Commissioners for final disposition.

In accordance with the paragraph above, I hereby submit the following:

- (1) () Through inter-departmental transfer, this Department assumes custody of the property listed below.
- (2) (X) The County property listed below is to be junked and/or destroyed, and removed from the Board's inventory.
- (3) () The County property listed below has some cash value and it is requested that it be stored as surplus property subject to transfer or public auction.
- (4) () The County IT equipment listed below has served its useful life and will be sent to recycling. Board policy on disposal of surplus computers has been followed if applicable.

ASSET ID#	DESCRIPTION	SERIAL NO.	COST	CONDITION	DOP
CCC-1106 0000003658	Minolta Microfilm Reader/Printer	32004405	\$20,894.85	Obsolete	8-9-2000
CCC-1107 0000003659	Minolta Microfilm Reader/Printer	32004397	\$20,894.85	Obsolete	8-9-2000

NOTES: _____

Jewel Baskin
Department Head/Custodian (Transfer From)
Board of County Commissioners

Peter P. Mangan
Inventory Control Accountant
Comptroller's Office

Department Head/Custodian (Transfer To If Applicable)
Board of County Commissioners

Dif Collett
Finance Officer/Director
Comptroller's Office