



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

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**FROM:** David Motes - Acting Fire Chief/ASST Co.Mgr. **DATE:** 12-30-22  
**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

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
CCOM-291 0000001344	Desk-Executive Double Pedestal	N/A	\$1,224.97	Poor	2-25-92

**NOTES:** \_\_\_\_\_

*D. E. Motes*  
 Department Head/Custodian (Transfer From)  
 Board of County Commissioners

*Peter P. Manges*  
 Inventory Control Accountant  
 Comptroller's Office

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

*Deil Cuth*  
 Finance Officer/Director  
 Comptroller's Office