



PURCHASING DEPARTMENT
Memorandum

To: Board of Public Works & Safety

From: Dave Payne, Purchasing Manager

Date: April 24, 2019

Subject: Declaration of Worthless Property

Worthless Property

The City Clerk's office has the item listed below that no longer functions. The item will be recycled.

| <u>Item</u> | <u>Model</u> | <u>Serial Number</u> |
|-----------------------------|--------------|----------------------|
| HP LaserJet 4100DTN Printer | C8052A | USBGC04943 |

A motion has been made and seconded to declare the aforementioned items as worthless property.

All of which is approved this 30th day of April, 2019 by the Board of Public Works & Safety.

Gary Henriott, President

Cindy Murray, Member

Ron Shriner, Member

Norm Childress, Member

ATTEST:

Amy Moulton, Member

Mindy Miller, 1st Deputy Clerk

Dated: _____, 2019