



August 07, 2008

MEMORANDUM

TO: District Board of Trustees
FROM: William D. Law, Jr., President
RE: Transfer of Property Assets

At the November 2008 meeting, the Board of Trustees approved the transfer of designated property assets upon the departure of the Legislative Research Center and Museum (LRCM) from the College. During the 07-08 property reconciliation, it was determined that following items (currently under the custodianship of LRCM) were omitted from the initial list of items approved for transfer. The amount to be removed from the College's property asset total for these items will be \$191,185.31.

Property #	Item Description	Property #	Item Description
10193	SHARP LCD MONITOR	10572	ROUTER
10194	SHARP LCD MONITOR	11464	ROUTER
10195	SHARP LCD MONITOR	11521	REFRIGERATOR
10196	MEDIA MATRIX DISPLAY	11524	ICEMAKER
10197	AUDIO MIXER	11525	WARMING CABINET
10198	AUDIO MIXER	11619	LCD PROJECTOR
10376	DELL GX260 PC	11638	LCD PROJECTOR
10422	AUDIO MIXER	11799	VISUAL PRESENTER
10423	VGA SWITCH	11800	VISUAL PRESENTER
10424	STEREO VIDEO	11802	10 DRAWER FILING SYSTEM
10425	CONTROL PANEL	11803	8 DRAWER FILING SYSTEM
10426	AUDIO MIXER	11804	8 DRAWER FILING SYSTEM
10428	LCD PROJECTOR	12315	HP D530 PC
10429	CONTROLLER	12316	HP D530 PC
10430	AUDIO GATED	12318	HP D530 PC
10458	DESK	12320	HP D530 PC
10517	DESK	12321	HP D530 PC
10518	DESK		

Staff Resources: Teresa Smith

Recommended Action:

The Board authorize staff to remove these items from the College's property assets.