

Bradley County Commission
Johnny Mull, Chairman
VOTING SESSION AGENDA
October 15, 2018, at 12:00p.m.
Bradley County Schools Central Office

1. Call to order
2. Pledge of Allegiance
3. Invocation – Shenandoah Baptist Church Pastor Brent Coley
4. Roll Call
5. Approval of Minutes
6. Report from County Mayor
7. Consent Agenda (see pages 3-40)
8. Reports from Committees and/or Districts
9. Unfinished Business
10. Approval of Agenda
11. Agenda Items

12. Communication from the audience
13. Announcements
14. Adjourn

Next meeting: Work Session – Monday, October 22, at 7:00p.m., Central Office

Upcoming Events

*Insurance Committee, October 17, 12:30p.m., Mayor's conference room

*Ad hoc broadband ready community, October 17, 1:30p.m., Mayor's conference room

*School Board, October 18, 5:30p.m., Central Office



Bradley County Commission
Johnny Mull, Chairman
CONSENT AGENDA
October 15, 2018 at 12:00p.m.
Bradley County Schools Central Office

BUDGET AMENDMENTS

1. Schools budget amendment (see pages 6-7)
2. Circuit Court Clerk budget amendment (see page 8)
3. Health Department budget amendment (see page 9)
4. Fire Department budget amendment (see page 10)
5. Juvenile Department budget amendment (see page 11)
6. EMA budget amendment (see page 12)
7. Sheriff's Department budget amendment (see page 13)
8. Sheriff's Department budget amendment (see page 14)
9. Sheriff's Department budget amendment (see page 15)

REQUESTS TO DISPOSE OF ASSETS

10. Sheriff's Department dispose of CP60 Plus photo id printer asset #13964 (see page 16)
11. Sheriff's Department dispose of Decatur electronics video camera asset #13140 (see page 17)
12. Sheriff's Department dispose of video intel device asset #10100 (see page 18)
13. Sheriff's Department dispose of Decatur elect XE07302 mobile radar asset #12428 (see page 19)
14. Sheriff's Department dispose of Decatur 800 shadow video camera asset #13148 (see page 20)
15. Sheriff's Department dispose of Decatur responder 1000 car video asset #14003 (see page 21)
16. Sheriff's Department dispose of Decatur responder 1000 car video asset #14007 (see page 22)
17. Sheriff's Department dispose of Decatur responder 1000 car video asset #14009 (see page 23)
18. Sheriff's Department dispose of Decatur responder 1000 car video asset #14014 (see page 24)
19. Sheriff's Department dispose of Decatur responder 1000 car video asset #14620 (see page 25)
20. Sheriff's Department dispose of Decatur responder 1000 car video asset #14621 (see page 26)
21. Sheriff's Department dispose Python radar asset #14955 (see page 27)

22. Sheriff's Department dispose of HP6555 laptop asset #14561 (see page 28)
23. Sheriff's Department dispose of MPH radar gun asset #10465 (see page 29)
24. Sheriff's Department dispose of Decatur video camera asset #14001 (see page 30)
25. Sheriff's Department dispose of Decatur video camera asset #14006 (see page 31)
26. Sheriff's Department dispose of Decatur video camera asset #14010 (see page 32)
27. Sheriff's Department dispose of Decatur video camera asset #14011 (see page 33)
28. Sheriff's Department dispose of Decatur video camera asset #14013 (see page 34)
29. Sheriff's Department dispose of Decatur video camera asset #14623 (see page 35)
30. Sheriff's Department dispose of Decatur video camera asset #14902 (see page 36)
31. Sheriff's Department dispose of Decatur video camera asset #14904 (see page 37)
32. Sheriff's Department dispose of Decatur video camera asset #15027 (see page 38)
33. Sheriff's Department dispose of Decatur video camera asset #15028 (see page 39)
34. Sheriff's Department dispose of Decatur video camera asset #15067 (see page 40)

NOTARY PUBLICS

12. Notary publics (Clerk Simpson will bring to meeting)

Bradley County, Tennessee

Finance Committee

County Mayor's

Date: 10/1/2018

11:30 A.M.

Conference Room

D. Gary Davis	<u>X</u>	Erica Davis	<u>X</u>
Milan Blake	<u>X</u>	Louie Alford	<u>X</u>
Thom Crye	<u>X</u>	Mike Hughes	<u>X</u>

Items discussed at this meeting:

	PAGE	MOTION	SECOND	VOTE
1 School Department Budget Amendment Request	1-3	MH	ED	5-0-0
2 Circuit Court Clerk Budget Amendment Request	4	NH	TC	5-0-0
3 Health Department Budget Amendment Request	5-6	NH	TC	5-0-0
4 Fire Departmentg Budget Amendment Request	7-9	NH	ED	5-0-0
5 Juvenile Department Budget Amendment Request	9-11	NH	TC	5-0-0
6 EMA Budget Amendment Request	12-18	TC	MH	5-0-0
7 Sheriff Department Budget Amendment Request	19-20	MH	ED	5-0-0
8 Sheriff Department Budget Amendment Request	21-22	MH	TC	5-0-0
9 Sheriff Department Budget Amendment Request	23-24	TC	LA	5-0-0
10				
11				
12				
13				
14				
15				

Recommendations to be made to full Commission:

	PAGE			
1 School Department Budget Amendment Request	1-3	MH	ED	5-0-0
2 Circuit Court Clerk Budget Amendment Request	4	NH	TC	5-0-0
3 Health Department Budget Amendment Request	5-6	NH	TC	5-0-0
4 Fire Departmentg Budget Amendment Request	7-9	NH	ED	5-0-0
5 Juvenile Department Budget Amendment Request	9-11	NH	TC	5-0-0
6 EMA Budget Amendment Request	12-18	TC	MH	5-0-0
7 Sheriff Department Budget Amendment Request	19-20	MH	ED	5-0-0
8 Sheriff Department Budget Amendment Request	21-22	MH	TC	5-0-0
9 Sheriff Department Budget Amendment Request	23-24	TC	LA	5-0-0
10				
11				
12				
13				
14				
15				

Commission Voting Date: 10/15/2018

**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 11-Sep-18

Requestor: Bradley County Schools - 141 General Fund

Sub Fund: _____
(if applicable)

				<i>BOE # 141-2019-8</i>	
				Total Amount: \$	<u>375,628.39</u>
<input checked="" type="radio"/> INCREASE	<input type="radio"/> DECREASE	(circle one)			Amount: \$ <u>313,428.39</u>
Type:	<u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>				
Account (fund, number, name)	<u>141</u>	<u>46590</u>	<u>Other State Education Funds</u>	\$	<u>250,330.00</u>
Account (fund, number, name)	<u>141</u>	<u>47147</u>	<u>Safe and Drug Free Schools</u>	\$	<u>63,098.39</u>
				Amount: \$	<u>62,200.00</u>
<input type="radio"/> INCREASE	<input checked="" type="radio"/> DECREASE	(circle one)			
Type:	<u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>				
Account (fund, number, name)	<u>141</u>	<u>72610</u>	<u>Operations of the Plant</u>		
Line item (number & name)	<u>399</u>		<u>Other Contracted Services</u>		
				Amount: \$	<u>375,628.39</u>
<input checked="" type="radio"/> INCREASE	<input type="radio"/> DECREASE	(circle one)			
Type:	<u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>				
Account (fund, number, name)	<u>141</u>	<u>72610</u>	<u>Operations of the Plant</u>		
Line item (number & name)	<u>105</u>		<u>Supervisor/Director</u>	\$	<u>62,200.00</u>
Line item (number & name)	<u>701</u>		<u>Administration Equipment</u>	\$	<u>313,428.39</u>
Description of amendment (be specific):					
<u>Safe Schools Grant - Nonrecurring Funds (\$250,330) & Recurring Funds (\$63,098.39</u>					
<u>Move funds from contracted services to salary for Safety Supervisor</u>					

✓ Approved

Denied

10/1/18



BRADLEY COUNTY, TENNESSEE BUDGET AMENDMENT FORM

Date: 11-Sep-18

Requestor: Bradley County Schools - 141 General Fund

Sub Fund: _____
(If applicable)

INCREASE	DECREASE	(circle one)		Amount: \$	ROE # 141-2019-9 2,916.00
Type: <u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>					
Account (fund, number, name) <u>141</u> <u>44146</u> <u>E-Rate Funding</u>					
INCREASE	DECREASE	(circle one)		Amount: \$	2,916.00
Type: <u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>					
Account (fund, number, name) <u>141</u> <u>72250</u> <u>Technology</u>					
Line item (number & name) <u>336</u> <u>Repairs & Maintenance</u>					
Description of amendment (be specific): <u>E-Rate Reimbursement</u>					

FINANCE COMMITTEE RECOMMENDATION:		
Approved: _____	Denied: _____	Date: _____



BRADLEY COUNTY, TENNESSEE BUDGET AMENDMENT FORM

Date: 21-Sep-18

Requestor: Circuit Court Clerk-

Sub Fund: _____
(If applicable)

INCREASE / DECREASE (circle one)	Amount: <u>96,037.00</u>
Type: <u>Reserve</u> (Revenue, Expense, Fund Balance, Reserve)	
Account (fund, number, name) <u>101</u> <u>34520</u> <u>Restricted for Administration of Justice</u>	
Line item (number & name) _____	

INCREASE / DECREASE (circle one)	Amount: <u>96,037.00</u>		
Type: <u>Expense</u> (Revenue, Expense, Fund Balance, Reserve)			
Account (fund, number, name) <u>101</u> <u>53120</u> <u>Circuit Court Clerk</u>			
Line item (number & name)	<u>317</u>	<u>Data Processing Services</u>	<u>60,083.00</u>
Line item (number & name)	<u>411</u>	<u>Data Processing Supplies</u>	<u>16,954.00</u>
Line item (number & name)	<u>709</u>	<u>Data Processing Equipment</u>	<u>19,000.00</u>

Description of amendment (be specific):

Statutorily Reserved money for the Circuit Court Clerks Data Processing.
This leaves a total balance for all three reserves of \$ 7,086.68

FINANCE COMMITTEE RECOMMENDATION:		
Approved: <u>✓</u>	Denied: _____	Date <u>10/1/18</u>



BRADLEY COUNTY, TENNESSEE BUDGET AMENDMENT FORM

Date: 21-Sep-18

Requestor: Health Department

Sub Fund: _____
(If applicable)

INCREASE /	DECREASE	<small>(circle one)</small>						Amount: <u>7,208.28</u>
Type: <u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>								
Account (fund, number, name) <u>101</u> <u>43190</u> <u>Other General Service Charges</u>								
Line item (number & name) _____								

INCREASE /	DECREASE	<small>(circle one)</small>						Amount: <u>7,208.28</u>
Type: <u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>								
Account (fund, number, name) <u>101</u> <u>55110</u> <u>Local Health Center</u>								
Line item (number & name) <u>133</u> <u>Paraprofessional</u> <u>4,754.07</u>								
Line item (number & name) <u>201</u> <u>Fica Tax</u> <u>551.44</u>								
Line item (number & name) <u>204</u> <u>TCRS</u> <u>981.77</u>								
Line item (number & name) <u>206</u> <u>Life Insurance</u> <u>21.00</u>								
Line item (number & name) <u>207</u> <u>Medical Insurance</u> <u>900.00</u>								

Description of amendment (be specific):

Money for Homemaker Program to be placed in the Local Health Budget. There are two positions to be funded by some of the money from the Homemaker Program up to \$35,000 plus benefits.

FINANCE COMMITTEE RECOMMENDATION:

Approved:

Denied:

Date: 10/1/18

9

BRADLEY COUNTY, TENNESSEE BUDGET AMENDMENT FORM

Date: 20-Sep-18

Requestor: Bradley Co Fire and Rescue Shawn Fairbanks

Sub Fund: _____
(if applicable)

INCREASE	DECREASE	(circle one)		Amount: \$ <u>7,375.50</u>
Type: <u>Revenue</u> (Revenue, Expense, Fund Balance, Reserve)				
Account (fund, number, name)		<u>121</u>	<u>44170</u>	<u>Miscellaneous/Refunds</u>
Line item (number & name)		_____	_____	_____
Line item (number & name)		_____	_____	_____
Line item (number & name)		_____	_____	_____
Line item (number & name)		_____	_____	_____
Line item (number & name)		_____	_____	_____

INCREASE	DECREASE	(circle one)		Amount: \$ <u>7,375.50</u>
Type: <u>Expense</u> (Revenue, Expense, Fund Balance, Reserve)				
Account (fund, number, name)		<u>121</u>	<u>54310</u>	<u>Fire & Rescue</u>
Line item (number & name)		<u>790</u>	_____	<u>Other Equipment</u>
Line item (number & name)		_____	_____	_____

Description of amendment (be specific):
OVERPAYMENT ON INSURANCE - REFUND FROM VFIS

FINANCE COMMITTEE RECOMMENDATION:

Approved:  Denied: _____ Date: 10/1/18

BRADLEY COUNTY, TENNESSEE BUDGET AMENDMENT FORM

Date: 17-Sep-18

Requestor: Juvenile Court - Vickie Towne *Vickie Towne*

Sub Fund: _____
(If applicable)

INCREASE	DECREASE	(circle one)		Amount: \$	\$231.50
Type: <u>REVENUE</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>					
Account (fund, number, name)		<u>101</u>	<u>44145</u>	<u>Sell of Recycled Materials</u>	
Line item (number & name)		_____	_____	_____	

INCREASE	DECREASE	(circle one)		Amount: \$	\$231.50
Type: <u>EXPENSE</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>					
Account (fund, number, name)		<u>101</u>	<u>54230</u>	<u>Juvenile Detention</u>	
Line item (number & name)		<u>599</u>	_____	<u>Other Charges</u>	

Description of amendment (be specific):

We scraped damaged stainless steel toilets that were used in Detention and recently replaced with newer ones.

This is the cash payment for desks.

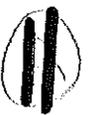
These were non assets.

FINANCE COMMITTEE RECOMMENDATION:

Approved: _____

Denied: _____

Date: 10/1/18



BRADLEY COUNTY, TENNESSEE BUDGET AMENDMENT FORM

Date: 18-Sep-18

Requestor: Bradley County EMA

Sub Fund: _____
(If applicable)

INCREASE	DECREASE	(circle one)		Amount: \$	1,235.30
Type: <u>Revenue</u>					
(Revenue, Expense, Fund Balance, Reserve)					
Account (fund, number, name)		<u>101</u>	<u>44990</u>	<u>Other Local Revenue</u>	
Line item (number & name)		_____	_____	_____	

INCREASE	DECREASE	(circle one)		Amount: \$	1,235.30
Type: <u>Expense</u>					
(Revenue, Expense, Fund Balance, Reserve)					
Account (fund, number, name)		<u>101</u>	<u>54410</u>	<u>Emergency Management Agency</u>	
Line item (number & name)		<u>504</u>	_____	<u>Indirect / Tower</u>	

Description of amendment (be specific):

- Deposit and increase budget to pay annual fees for outside Agencies to use 800Mhz Radios.
- Check 105 Larry Hayes for 112.30
- Check 668852 Cleveland Public Works for 224.60
- Check 139159 Bendabout Farms for 224.60
- Check 5696 Omega Center International for 112.30
- Check 5021 Mathew Presswood for 112.30
- Check 3101 Pol Co 911 for 449.20
- Deposit to 504 Tower Expense to pay 800 Mhz Fees

FINANCE COMMITTEE RECOMMENDATION:		
Approved: <input checked="" type="checkbox"/>	Denied: _____	Date: <u>10/11/18</u>

12

BRADLEY COUNTY, TENNESSEE BUDGET AMENDMENT FORM

Date: 20-Sep-18

Requestor: BRADLEY COUNTY SHERIFF'S OFFICE

Sub Fund: _____
(if applicable)

INCREASE / DECREASE	(circle one)		Amount: \$ <u>44,928.00</u>
Type:	<u>REVENUE</u>	(Revenue, Expense, Fund Balance, Reserve)	
Account (fund, number, name)	<u>101</u>	<u>43194</u>	<u>SERVICE CHARGES</u>
Line item (number & name)	<u>BRADLEY COUNTY BOARD OF EDUCATION</u>		

INCREASE / DECREASE	(circle one)		Amount: \$ <u>44,928.00</u>
Type:	<u>EXPENSE</u>	(Revenue, Expense, Fund Balance, Reserve)	
Account (fund, number, name)	<u>101</u>	<u>54110</u>	<u>SHERIFF</u>
Line item (number & name)	<u>106</u>	<u>DEPUTY(IES)</u>	<u>\$40,000.00</u>
Line item (number & name)	<u>169</u>	<u>PART-TIME PERSONNEL</u>	<u>\$4,928.00</u>

Description of amendment (be specific):
MONIES WILL BE USED FOR THE GATE GUARDS AT THE TWO HIGH SCHOOLS AND
A CROSSING GUARD AT WALKER VALLEY. MONIES NOT USED FOR THE CROSSING GUARD
WILL GO BACK TO THE SCHOOLS.

FINANCE COMMITTEE RECOMMENDATION:		
Approved: <u>✓</u>	Denied: _____	Date: <u>10/1/18</u>

13

BRADLEY COUNTY, TENNESSEE BUDGET AMENDMENT FORM

Date: 20-Sep-18

Requestor: BRADLEY COUNTY SHERIFF

Sub Fund: _____
(if applicable)

INCREASE / DECREASE	(circle one)		Amount: <u>4,149.51</u>
Type:	<u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101</u>	<u>43194</u>	<u>Service Charges</u>
Line item (number & name)	_____	_____	<u>FIRST BAPTIST</u> <u>4,149.51</u>
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____

INCREASE / DECREASE	(circle one)		Amount: \$ <u>4,149.51</u>
Type:	<u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101</u>	<u>54110</u>	<u>Sheriff's</u>
Line item (number & name)	<u>189</u>	_____	<u>Overtime</u> <u>2,799.55</u>
Line item (number & name)	<u>201</u>	_____	<u>Soc Sec</u> <u>214.17</u>
Line item (number & name)	<u>204</u>	_____	<u>State Retirement</u> <u>381.30</u>
Line item (number & name)	<u>206</u>	_____	<u>Life Ins.</u> <u>21.00</u>
Line item (number & name)	<u>207</u>	_____	<u>Medical Ins.</u> <u>21.00</u>
	<u>338</u>	_____	<u>Vehicle Maintenance</u> <u>356.25</u>
	<u>425</u>	_____	<u>Vehicle Gasoline</u> <u>356.25</u>

INCREASE / DECREASE	(circle one)		Amount: \$ <u>4,149.52</u>
Type:	_____		
	<small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____

Description of amendment (be specific):

Reimb. Received for Deputies Working Special Detail at First Baptist.

FINANCE COMMITTEE RECOMMENDATION:

Approved: _____

Denied: _____

Date: 9/11/18

14

BRADLEY COUNTY, TENNESSEE BUDGET AMENDMENT FORM

Date: 12-Sep-18

Requestor: BRADLEY COUNTY SHERIFF

Sub Fund: _____
(if applicable)

INCREASE / DECREASE (circle one)		Amount: <u>11,130.58</u>
Type:	<u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	<u>101</u> <u>43194</u>	<u>Service Charges</u>
Line item (number & name)	_____	<u>OCI- 11,130.58</u>
Line item (number & name)	_____	<u>VOICE OF EVANGELISM OUTREACH MINISTRIES</u>
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____

INCREASE / DECREASE (circle one)		Amount: \$ <u>11,130.58</u>
Type:	<u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	<u>101</u> <u>54110</u>	<u>Sheriff's</u>
Line item (number & name)	<u>189</u>	<u>Overtime 7,786.38</u>
Line item (number & name)	<u>201</u>	<u>Soc Sec 595.66</u>
Line item (number & name)	<u>204</u>	<u>State Retirement 1,060.50</u>
Line item (number & name)	<u>206</u>	<u>Life Ins. 58.40</u>
Line item (number & name)	<u>207</u>	<u>Medical Ins. 58.40</u>
	<u>338</u>	<u>Vehicle Maintenance 785.62</u>
	<u>425</u>	<u>Vehicle Gasoline 785.62</u>

INCREASE / DECREASE (circle one)		Amount: \$ <u>11,130.58</u>
Type:	_____ <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____

Description of amendment (be specific):
Reimb. Received for Deputies Working Special Detail

FINANCE COMMITTEE RECOMMENDATION:		
Approved: <u>✓</u>	Denied: _____	Date: <u>10/11/18</u>

15

SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

Note: For Vehicle Disposition Use "Change of Vehicle Status Form"

This form is to be completed in accordance with Bradley County general fixed assets policies and procedures for declaring property surplus or scrap and to make the property available for redeployment, sale or disposal.

DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER

DATE: 7-12-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus – List only one item per form except for matching items.

Complete Description – Include color, materials, measurements, condition, etc. _____

CP60 PLUS PHOTO ID PRINTER

Serial Number: Q98954 Please Circle: Surplus or Scrap

Asset Number: 13964 Original Price: \$ 3675.24

Current Value: \$ 0

Item Location (Building and/or Office): _____

Does the item include memory? n/a Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: Chief Deputy Jan Relf 8/31/18
Department head/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

Completed form must accompany budget amendment request.

SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

Note: For Vehicle Disposition Use "Change of Vehicle Status Form"

This form is to be completed in accordance with Bradley County general fixed assets policies and procedures for declaring property surplus or scrap and to make the property available for redeployment, sale or disposal.

DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER

DATE: 9-24-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus - List only one item per form except for matching items.

Complete Description - Include color, materials, measurements, condition, etc. _____

DECATUR ELECTRONICS - VIDEO CAMERA - OUT DATED NOT OPERATABLE

Serial Number: SDP-02129 Please Circle: Surplus or Scrap

Asset Number: 13140 Original Price: \$ 3000⁰⁰

Current Value: \$ 0

Item Location (Building and/or Office): _____

Does the item include memory? n/a Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: [Signature] Date: 09-27-2018
Department head/Elected official

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

Completed form must accompany budget amendment request.

SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

Note: For Vehicle Disposition Use "Change of Vehicle Status Form"

This form is to be completed in accordance with Bradley County general fixed assets policies and procedures for declaring property surplus or scrap and to make the property available for redeployment, sale or disposal.

DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER

DATE: 7-12-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus – List only one item per form except for matching items.

Complete Description – Include color, materials, measurements, condition, etc. _____

VIDEO INTELL DEVICE

Serial Number: 511713 Please Circle: Surplus or Scrap

Asset Number: 10100 Original Price: \$ _____

Current Value: \$ 0

Item Location (Building and/or Office): _____

Does the item include memory? N/A Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: Chief Deputy Jim [Signature] 8/31/18
Department Head/Elected Official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

Completed form must accompany budget amendment request.

SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

Note: For Vehicle Disposition Use "Change of Vehicle Status Form"

This form is to be completed in accordance with Bradley County general fixed assets policies and procedures for declaring property surplus or scrap and to make the property available for redeployment, sale or disposal.

DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER
DATE: 7-12-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus -- List only one item per form except for matching items.

Complete Description -- Include color, materials, measurements, condition, etc. _____

DECATUR ELECT XE07302 MOBLE RADAR

Serial Number: 200-2062-00 Please Circle: Surplus or Scrap
Asset Number: 12428 Original Price: \$ 1200.00
Current Value: \$ 0
Item Location (Building and/or Office): _____
Does the item include memory? N/A Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____
Auctioned/Scraped by: _____

Approved by: Chif Dept. for Off 8/3/18
Department head/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

Completed form must accompany budget amendment request.

SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

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DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER
DATE: 7-12-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus – List only one item per form except for matching items.

Complete Description – Include color, materials, measurements, condition, etc. _____
DECATUR 800 SHADOW VIDEO CAMERA

Serial Number: SPD-02134 Please Circle: Surplus or Scrap
Asset Number: 13148 Original Price: \$ 3000.00
Current Value: \$ 0

Item Location (Building and/or Office): _____
Does the item include memory? n/a Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____
Auctioned/Scraped by: _____

Approved by: Chief Deputy Jim Bell 8/31/18
Department head/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

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SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

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DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER
DATE: 7-12-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus -- List only one item per form except for matching items.

Complete Description -- Include color, materials, measurements, condition, etc. _____

DECATUR RESPONDER 1000 CAR VIDEO

Serial Number: RKP20211 Please Circle: Surplus or Scrap

Asset Number: 14003 Original Price: \$ 2803.00

Current Value: \$ 0

Item Location (Building and/or Office): _____

Does the item include memory? N/A Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: Chif Deputy Jim Ruff 8/31/18
Department head/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

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SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

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DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER

DATE: 7-12-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus – List only one item per form except for matching items.

Complete Description – Include color, materials, measurements, condition, etc. _____

DECATUR RESPONDER 1000 CAR VIDEO

Serial Number: RKP20213 Please Circle: Surplus or Scrap

Asset Number: 14007 Original Price: \$ 2803.00

Current Value: \$ 0

Item Location (Building and/or Office): _____

Does the item include memory? N/A Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: Chief Deputy Jim Bell 8/31/18
Department head/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

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SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

Note: For Vehicle Disposition Use "Change of Vehicle Status Form"

This form is to be completed in accordance with Bradley County general fixed assets policies and procedures for declaring property surplus or scrap and to make the property available for redeployment, sale or disposal.

DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER
DATE: 7-12-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus – List only one item per form except for matching items.

Complete Description – Include color, materials, measurements, condition, etc. _____
DECATUR RESPONDER 1000 CAR VIDEO

Serial Number: RKP20186 Please Circle: Surplus or Scrap
Asset Number: 14009 Original Price: \$ 2803.00
Current Value: \$ D
Item Location (Building and/or Office): _____
Does the item include memory? N/A Date cleaned by IT department: _____

Disposition of Property Described Above
Price: \$ _____ Disposal Date: _____
Auctioned/Scraped by: _____

Approved by: Chief Deputy Jim Bell 8/31/18
Department head/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

Completed form must accompany budget amendment request.

SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

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This form is to be completed in accordance with Bradley County general fixed assets policies and procedures for declaring property surplus or scrap and to make the property available for redeployment, sale or disposal.

DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER

DATE: 7-12-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus – List only one item per form except for matching items.

Complete Description – Include color, materials, measurements, condition, etc. _____

DECATUR RESPONDER 1000 CAR VIDEO

Serial Number: RKP20210 Please Circle: Surplus or Scrap

Asset Number: 14014 Original Price: \$ 2803.00

Current Value: \$ 0

Item Location (Building and/or Office): _____

Does the item include memory? N/A Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: Chf Deputy Jim Bell 08/31/18
Department head/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

Completed form must accompany budget amendment request.

SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

Note: For Vehicle Disposition Use "Change of Vehicle Status Form"

This form is to be completed in accordance with Bradley County general fixed assets policies and procedures for declaring property surplus or scrap and to make the property available for redeployment, sale or disposal.

DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER
DATE: 7-12-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus – List only one item per form except for matching items.

Complete Description – Include color, materials, measurements, condition, etc. _____

DECATUR RESPONDER 1000 CAR VIDEO

Serial Number: RKP20902 Please Circle: Surplus or Scrap
Asset Number: 14620 Original Price: \$ 3302.75
Current Value: \$ 0
Item Location (Building and/or Office): _____
Does the item include memory? N/A Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____
Auctioned/Scraped by: _____

Approved by: Chf Deputy Jim Bly 08/31/18
Department head/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

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Completed form must accompany budget amendment request.

SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

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DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER

DATE: 7-12-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus -- List only one item per form except for matching items.

Complete Description -- Include color, materials, measurements, condition, etc. _____

DECATUR RESPONDER 1000 CAR VIDEO

Serial Number: RKP20922 Please Circle: Surplus or Scrap

Asset Number: 14621 Original Price: \$ 3302.75

Current Value: \$ 0

Item Location (Building and/or Office): _____

Does the item include memory? n/A Date cleaned by IT department: —

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: Chf. Deputy Jan Bly 08/31/18
Department head/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

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SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

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DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER
DATE: 9-24-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus -- List only one item per form except for matching items.

Complete Description – Include color, materials, measurements, condition, etc. _____

PYTHON RADAR – OUTDATED

Serial Number: 846004345 Please Circle: Surplus or Scrap
Asset Number: 14955 Original Price: \$ 1200.00
Current Value: \$ 0

Item Location (Building and/or Office): _____

Does the item include memory? n/A Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: Cassandra Stone 9/27/18
Department head/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

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SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

Note: For Vehicle Disposition Use "Change of Vehicle Status Form"

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DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER

DATE: 7-12-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus – List only one item per form except for matching items.

Complete Description – Include color, materials, measurements, condition, etc. _____

HP 6555 LAPTOP

Serial Number: CNU125081L

Please Circle: Surplus or Scrap

Asset Number: 14561

Original Price: \$ 1070.00

Current Value: \$ 0

Item Location (Building and/or Office): _____

Does the item include memory? n/a Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: *Chf Deputy Jim Pelf*
Department head/Elected official

10/31/18
Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

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SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

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DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER

DATE: 7-12-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus -- List only one item per form except for matching items.

Complete Description -- Include color, materials, measurements, condition, etc. _____

MPH RADAR GUN

Serial Number: HHS56800801 Please Circle: Surplus or Scrap

Asset Number: 10465 Original Price: \$ _____

Current Value: \$ _____

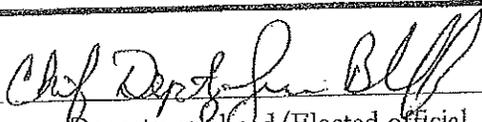
Item Location (Building and/or Office): _____

Does the item include memory? n/A Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____

Auctioned/Scraped by: _____

Approved by:  08/31/18
Department Lead/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

Completed form must accompany budget amendment request.

US PROPERTY DISPOSAL AUTHORIZATION FORM
Vehicle Disposition Use "Change of Vehicle Status Form"

This
prop:

in accordance with Bradley County general fixed assets policies and procedures for declaring
the property available for redeployment, sale or disposal.

DEF

Sheriff

CONTACT PERSON: CAROL FOWLER

DATE: 9-24-18

PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus – List only one item per form except for matching items.

Complete Description – Include color, materials, measurements, condition, etc. _____

DECATUR ELECTRONICS - VIDEO CAMERA-OUT DATED NOT OPERATABLE

Serial Number: RKP-20159

Please Circle: Surplus or Scrap

Asset Number: 14001

Original Price: \$ 2600.00

Current Value: \$ 0

Item Location (Building and/or Office): _____

Does the item include memory? n/a Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____

Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: [Signature]
Department head/Elected official

09-27-2018
Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

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SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

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DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER
DATE: 9-24-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus -- List only one item per form except for matching items.

Complete Description -- Include color, materials, measurements, condition, etc.

DECATUR ELECTRONICS - VIDEO CAMERA-OUT DATED NOT OPERATABLE

Serial Number: RKP-20204 Please Circle: Surplus or Scrap
Asset Number: 14006 Original Price: \$ 2600.00
Current Value: \$ 0
Item Location (Building and/or Office): _____
Does the item include memory? n/a Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____
Auctioned/Scraped by: _____

Approved by: [Signature] Date: 09-27-2018
Department head/Elected official

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

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SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

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DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER
DATE: 9-24-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus -- List only one item per form except for matching items.

Complete Description -- Include color, materials, measurements, condition, etc. _____

DECATUR ELECTRONICS - VIDEO CAMERA-OUT DATED NOT OPERATABLE

Serial Number: RKP-20209 Please Circle: Surplus or Scrap
Asset Number: 14010 Original Price: \$ 2600.00
Current Value: \$ 0
Item Location (Building and/or Office): _____
Does the item include memory? N/A Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: [Signature] Date: 09-27-2018
Department head/Elected official

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

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SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

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DATE: 9-24-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus - List only one item per form except for matching items.

Complete Description - Include color, materials, measurements, condition, etc. _____

DECATUR ELECTRONICS - VIDEO CAMERA-OUT DATED NOT OPERATABLE

Serial Number: RKP-20218

Please Circle: Surplus or Scrap

Asset Number: 14011

Original Price: \$ 2600.00

Current Value: \$ 0

Item Location (Building and/or Office): _____

Does the item include memory? n/a

Date cleaned by IT department: _____

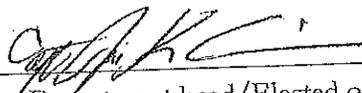
Disposition of Property Described Above

Price: \$ _____

Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: _____


Department head/Elected official

09-27-2018
Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

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SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

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DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER

DATE: 9-24-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus – List only one item per form except for matching items.

Complete Description – Include color, materials, measurements, condition, etc. _____
DECATUR ELECTRONICS - VIDEO CAMERA-OUT DATED NOT OPERATABLE

Serial Number: RKP-20200 Please Circle: Surplus or Scrap
Asset Number: 14013 Original Price: \$ 2600.00
Current Value: \$ 0
Item Location (Building and/or Office): _____
Does the item include memory? N/A Date cleaned by IT department: _____

Disposition of Property Described Above
Price: \$ _____ Disposal Date: _____
Auctioned/Scraped by: _____

Approved by: [Signature] 09-27-2018
Department head/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

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SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

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DATE: 9-24-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus - List only one item per form except for matching items.

Complete Description - Include color, materials, measurements, condition, etc.:

DECATUR ELECTRONICS - VIDEO CAMERA - OUT DATED NOT OPERATABLE

Serial Number: RKP-21005 Please Circle: Surplus or Scrap
Asset Number: 14623 Original Price: \$ 260000
Current Value: \$ 0
Item Location (Building and/or Office): _____
Does the item include memory? N/A Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____
Auctioned/Scraped by: _____

Approved by: [Signature] Date: 09-27-2018
Department head/Elected official

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

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SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

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DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER

DATE: 9-24-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus – List only one item per form except for matching items.

Complete Description – Include color, materials, measurements, condition, etc. _____

DECATUR ELECTRONICS - VIDEO CAMERA-OUT DATED NOT OPERATABLE

Serial Number: RKP-21454 Please Circle: Surplus or Scrap

Asset Number: 14902 Original Price: \$ 1000.00

Current Value: \$ 0

Item Location (Building and/or Office): _____

Does the item include memory? n/a Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: [Signature] 09-27-2018
Department head/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

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SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

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DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER
DATE: 9-24-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus -- List only one item per form except for matching items.

Complete Description -- Include color, materials, measurements, condition, etc. _____

DECATUR ELECTRONICS - VIDEO CAMERA-OUT DATED NOT OPERATABLE

Serial Number: RKP-21671

Please Circle: Surplus or Scrap

Asset Number: 14904

Original Price: \$ 117.00

Current Value: \$ 0

Item Location (Building and/or Office): _____

Does the item include memory? n/a Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____

Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: [Signature]
Department head/Elected official

09-27-2018
Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

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SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

Note: For Vehicle Disposition Use "Change of Vehicle Status Form"

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DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER
DATE: 9-24-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus - List only one item per form except for matching items.

Complete Description - Include color, materials, measurements, condition, etc. _____

DECATUR ELECTRONICS - VIDEO CAMERA-OUT DATED NOT OPERATABLE

Serial Number: RKP-21681

Please Circle: Surplus or Scrap

Asset Number: 15027

Original Price: \$ 3495.00

Current Value: \$ 0

Item Location (Building and/or Office): _____

Does the item include memory? n/a Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____

Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: [Signature]
Department head/Elected official

09-27-2018
Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

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SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

Note: For Vehicle Disposition Use "Change of Vehicle Status Form"

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DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER

DATE: 9-24-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus -- List only one item per form except for matching items.

Complete Description -- Include color, materials, measurements, condition, etc. _____

DECATUR ELECTRONICS - VIDEO CAMERA-OUT DATED NOT OPERATABLE

Serial Number: RKP-21807 Please Circle: Surplus or Scrap

Asset Number: 15028 Original Price: \$ 3495.00

Current Value: \$ 0

Item Location (Building and/or Office): _____

Does the item include memory? n/a Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: [Signature] Date: 09-27-2018
Department head/Elected official

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

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SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

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DEPARTMENT: SHERIFF CONTACT PERSON: CAROL FOWLER
DATE: 9-24-18 PHONE NUMBER: 423-728-7318

List and describe each item to be declared scrap/surplus -- List only one item per form except for matching items.

Complete Description -- Include color, materials, measurements, condition, etc. _____

DECATUR ELECTRONICS - VIDEO CAMERA-OUT DATED NOT OPERATABLE

Serial Number: RKP-21494

Please Circle: Surplus or Scrap

Asset Number: 15067

Original Price: \$ 3495.00

Current Value: \$ 0

Item Location (Building and/or Office): _____

Does the item include memory? N/A Date cleaned by IT department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: [Signature] 09-27-2018
Department head/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

Completed form must accompany budget amendment request.