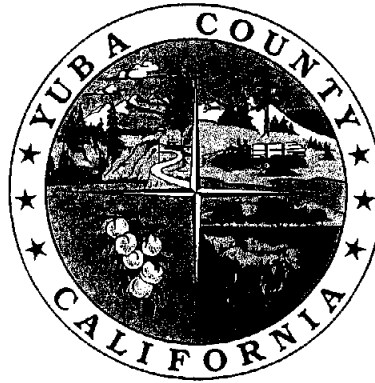


The County of Yuba

DEPARTMENT OF PUBLIC WORKS

KEVIN MALLEN, DIRECTOR



915 8th STREET, SUITE 125
MARYSVILLE, CALIFORNIA 95901

(530) 749-5420
FAX (530) 749-5424

To: Land Use & Public Works Committee

From: Kevin Mallen, Director of Public Works

A handwritten signature in black ink, appearing to read "Kevin Mallen", is written over the "From:" line.

Subject: Removal of Inventory

Date: October 12, 2004

Recommendation

Approve the attached inventory request, authorizing the removal of damaged and/or lost equipment from the Road Fund inventory.

Background

The Public Works Department staff identified items on the inventory that are no longer in the department's possession, and have not been for at least three or more years.

Discussion

The County Auditor has reviewed and signed the inventory adjustment requests. Board of Supervisors approval is required to remove the equipment from inventory.

Fiscal Impact

Minimal. These fixed assets, due to age and depreciation, have a low or no current value.

**COUNTY OF YUBA
INVENTORY ADJUSTMENT REQUEST**

No. _____

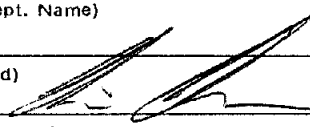
NATURE OF REQUEST

- (1) [] Inter-Department Transfer
- (2) [x] Transfer To Purchasing Department
- (3) [x] Removal From Inventory of Item(s) Lost or Stolen
- (4) [] New Equipment Purchases

On Items not covered by blocks explain fully in remarks section.

Inventory No.	Date Acquired	Description	Model	Serial No.	Cost
		SEE ATTACHMENT "A"			

(USE ADDENDUM SHEET IF NECESSARY)

1. INSTRUCTIONS: INTER-DEPARTMENT TRANSFER Fill out form. Have signed by Department Heads concerned and forward to COUNTY AUDITOR for proper adjustment to Inventory Records and distribution of copies.	TRANSFER FROM (Dept. Name) PUBLIC WORKS	DEPT No. 9100
	APPROVED (Dept. Head) 	DATE 9/29/04
	TRANSFER TO (Dept. Name)	DEPT No.
	APPROVED (Department Head)	DATE

2. TRANSFER TO PURCHASING AGENT

Fill out form. Have signed by Department Head concerned and PURCHASING AGENT for approval. Purchasing agent forward to COUNTY AUDITOR; same as interdepartmental Transfer above.

IF DEPARTMENT IS ABANDONING ITEM(S) AND IS TRANSFERRING ITEM(S) TO PURCHASING DIVISION, CHECK REASON.

TRADE IN --- IF SO, TO BE REPLACED ON REQUISITION NO. _____

NO LONGER USEFUL TO DEPARTMENT --- TO BE DISPOSED OF BY PURCHASING MANAGER.

REPORT OF INVESTIGATION

I CERTIFY THAT I HAVE INSPECTED THE ITEMS OF PERSONAL PROPERTY SET FORTH IN THE FOREGOING STATEMENT AND FIND THAT SAID ITEMS ARE NOT REQUIRED FOR USE BY _____ DEPARTMENT(S) AND SAID ITEMS CANNOT BE USED BY ANY DEPARTMENT OF THE COUNTY GOVERNMENT. IT IS THEREFORE RECOMMENDED THAT THE PURCHASING AGENT BE AUTHORIZED TO SELL OR OTHERWISE DISPOSE OF THE SAME IN ACCORDANCE WITH AND IN THE MANNER PROVIDED BY SEC. 25504 OF THE GOVERNMENT CODE.

Purchasing Agent _____

3. INVENTORY REMOVALS, ITEMS LOST OR STOLEN Complete investigation and fill out forms within 30 days after loss is discovered. Have signed by Department Head concerned and FORWARD TO COUNTY AUDITOR for recommendation to BOARD OF SUPERVISORS. Clerk of Board forward to COUNTY AUDITOR. INVESTIGATIVE DATA FURNISHED SIGNATURE OF HEAD OF DEPARTMENT _____	INVESTIGATIVE DATA FURNISHED DATE ITEM(S) LAST VERIFIED ON INVENTORY <u>3 + YEARS</u> DATE LOSS WAS DISCOVERED <u>3 + YEARS</u> PERSON RESPONSIBLE FOR INVESTIGATING LOSS <u>VERONICA WILLARD</u> DATE OF INVESTIGATION <u>JULY 2004</u> REPORT MADE <u>NO</u> ? WAS ITEM LOST <u>X</u> OR STOLEN _____ ? DATE OF POLICE OR SHERIFF'S DEPARTMENT INVESTIGATION (if Stolen) _____
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(4) NEW EQUIPMENT PURCHASES (List in above columns)
 Department purchasing equipment shall prepare and forward to COUNTY AUDITOR, County Auditor will assign a number to the item and return one copy with the number to the Department.

Department Head _____ DEPT. NO. _____

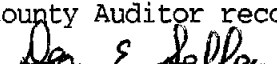
(5) REASONS FOR THE REQUEST ARE AS FOLLOWS: (Use for blocks 1 - 2 - 3)

PUBLIC WORKS IS UNABLE TO LOCATE THE ITEMS ON ATTACHMENT "A" DUE TO LOST OR JUNKED OUT FOR PARTS, ETC. THE DEPARTMENT IS REQUESTING IT TO BE REMOVED FROM OUR ASSET LIST.

(USE ADDENDUM SHEET IF NECESSARY)

REVIEWED: FOR PROPER ADJUSTMENT TO INVENTORY RECORDS COUNTY AUDITOR BY _____ DEPUTY DATE _____	REMOVED FROM INVENTORY APPROVED: BOARD OF SUPERVISORS BY _____ Clerk of the Board DATE _____
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County Auditor recommends approval to remove subject property


 Dean E. Sellers

1 - Auditor - Controller
 2 - Receiving Department
 3 - Transferring Department

