

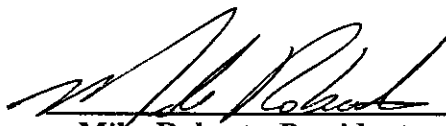
**ORDER: AUTHORIZE DELETIONS FROM INVENTORY**

Motion was made by Larry Gillespie, duly seconded by David Rikard, to authorize deletions from inventory.

The vote on the motion was as follows:

Supervisor Brent Larson, voted yes  
Supervisor Larry Gillespie, voted yes  
Supervisor David Rikard, voted yes  
Supervisor Chad McLarty, voted yes  
Supervisor Mike Roberts, voted yes

After the vote, President Roberts, declared the motion carried, this the 17<sup>th</sup> day of April, 2023.

  
Mike Roberts, President  
Board of Supervisors

  
Sherry Wall Chancery Clerk

# LAFAYETTE COUNTY CAPITAL ASSET DELETION FORM

DATE: 4/5/23  
DEPARTMENT: CIRCUIT COURT

DESCRIPTION OF ITEM DELETING (INCLUDING BRAND NAME):  
DESKTOP MONITOR, HARD DRIVE

LOCATION: LAFAYETTE COUNTY CIRCUIT COURT - KATRINA COLSTON'S OLD COMPUTER

STICKER NUMBER: DELL  
4DTH2 QQYTT YQK67  
SERIAL NUMBER: KATRINA COLSTON'S OLD COMPUTER  
STICKER NUMBER: \_\_\_\_\_  
SERIAL NUMBER: \_\_\_\_\_

REASON FOR DELETION: OUTDATED - WOULD NOT ALLOW UPDATES TO RUN  
VOTING SOFTWARE

Chunna Smith, DC  
SIGNATURE OF DEPARTMENT HEAD

4/5/2023  
DATE

\_\_\_\_\_  
COUNTY ADMINISTRATOR

\_\_\_\_\_  
DATE

## FOR INVENTORY CLERK ONLY

Retirement has been approved on the Board Minutes: \_\_\_\_\_

Retirement has been entered on Ledger: \_\_\_\_\_

Inventory Number: \_\_\_\_\_

Minute Book Number & Page: \_\_\_\_\_

## IF ASSET SOLD, TRADED, OR JUNKED

Sold/Traded To: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Junked-Received By: \_\_\_\_\_

**LAFAYETTE COUNTY  
INVENTORY CONTROL  
REQUEST FOR REMOVAL OF ASSET FROM RECORDS**

The following asset(s) are no longer useful to Lafayette County and have been designated as surplus or junk and are to be disposed of as indicated by each asset.

ASSET #	DESCRIPTION	INDICATE LOCATION OF DISPOSAL or WHO WILL POSSESS ASSET ONCE REMOVED FROM LAFAYETTE COUNTY.	IF SOLD INDICATE METHOD (SEE KEY AT BOTTOM)
250847	Dell Projector – obsolete, not working		
251210	Dell Computer - obsolete		
251222	Computer - obsolete		
251263	Dell Laptop - obsolete		
251360	Copier - obsolete		
251379	Viewsonic Projector - obsolete		
250987	Dell Projector - obsolete		
250933	Desktop computer - obsolete		
251349	HP P2 1310 Desktop - obsolete		
251303	Server, HP Proliant - obsolete		
100511	HP Designjet 1050C - broken		
250986	Dell Laptop - obsolete		
250868	Air Pack - obsolete		
251290	Air Pack - obsolete		
251292	Air Pack - obsolete		
251289	Air Pack - obsolete		
250882	Air Pack - obsolete		
250846	Air Pack - obsolete		
250927	Air Pack - obsolete		
251291	Air Pack - obsolete		



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Methods of sale/removal provided for in §17-25-25:

1=Public Sale/Auction indicate date/place of auction (ex. "Gov.deals")

2=Private Sale \*Value cannot exceed \$1,000, requires completion of "Private Sale Determination" section (over)

3=Zero Value disposal, requires completion of "Zero Value Determination" section (over)

4=Transfer to Federal, State or Local Governing Authority, requires completion of "Transfer of Asset to Other Agency" section (over)

**Public Sale/Auction Determination**

As the custodian of the assets listed on the reverse of this form which are to be disposed of by "Public Sale/Auction", I hereby represent to the Inventory Control Clerk that the assets have been put in a public auction and do qualify for this method of disposal. I have also completed and attached an "Affidavit of Private Sale" for each item listed.

\_\_\_\_\_  
Signature of custodian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inventory Clerk Approval

\_\_\_\_\_  
Date Approved per Board of Supervisors

**Private Sale Determination**

As the custodian of the assets listed on the reverse of this form which are to be disposed of by "Private Sale", I hereby represent to the Inventory Control Clerk that the assets have a value of less than \$1,000 and do qualify for this method of disposal. I have also completed and attached an "Affidavit of Private Sale" for each item listed.

\_\_\_\_\_  
Signature of custodian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inventory Clerk Approval

\_\_\_\_\_  
Date Approved per Board of Supervisors

**Zero Value Determination**

As the custodian of the assets listed on the reverse of this form which are to be disposed as a "Zero Value Item", I hereby represent to the Inventory Control Clerk that the assets have a value of \$0 and do qualify for this method of disposal. I have also completed and attached an "Affidavit of Zero Value" for each item listed.

\_\_\_\_\_  
Signature of custodian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inventory Clerk Approval

\_\_\_\_\_  
Date Approved per Board of Supervisors

**Transfer of Asset to Other Agency**

As the custodian of the assets listed on the reverse of this form which are to be disposed of by transfer to a Federal, State or Local Government Agency, I hereby represent to the Inventory Control Clerk that the assets will be transferred to the agency listed on the attached "Affidavit of Asset Transfer" for each item listed.

\_\_\_\_\_  
Signature of custodian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inventory Clerk Approval

\_\_\_\_\_  
Date Approved per Board of Supervisors

§ 17-25-25. Uniform requirements for disposal of personal property belonging to county or municipality

(1) *General.* The governing authority of a county or municipality may sell or dispose of any personal property or real property belonging to the governing authority when the property has ceased to be used for public purposes or when, in the authority's judgment, a sale thereof would promote the best interest of the governing authority. For purposes of this section, the term "personal property," includes, but is not limited to, equipment, vehicles, fixtures, furniture, firearms and commodities.

(2) *Public sale.* At least ten (10) days before bid opening, the governing authority shall advertise its acceptance of bids by posting notices at three (3) public places located in the county or municipality that the governing authority serves. One (1) of the three (3) notices shall be posted at the governing authority's main office. The governing authority may designate the manner by which the bids will be received, including, but not limited to, bids sealed in an envelope, bids made electronically or bids made by any other method that promotes open competition. The proceeds of the sale shall be placed in a properly approved depository to the credit of the proper fund.

(3) *Private sale.* Where the personal property does not exceed One Thousand Dollars (\$ 1,000.00) in value, the governing authority, by a unanimous approval of its members, may sell or dispose of the property at a private sale. The proceeds of the sale shall be placed in a properly approved depository to the credit of the proper fund.

(4) *Public auction.* The governing authority of a county or municipality may sell or dispose of any surplus personal or real property at a public auction that shall be conducted by an auctioneer or auction company that meets the standards established by the State Department of Audit and is hired by the governing authority of a county or municipality.

(5) If the governing authority finds that the fair market value of the personal property or real property is zero and this finding is entered on the minutes of the authority, then the governing authority may dispose of such property in the manner it deems appropriate and in its best interest, but no official or employee of the governing authority shall derive any personal economic benefit from such disposal.

(6) If the property may be of use or benefit to any federal agency or authority, another governing authority or state agency of the State of Mississippi, or a state agency or governing authority of another state, it may be disposed of in accordance with Section 31-7-13(m)(vi).

(7) Nothing contained in this section shall be construed to prohibit, restrict or to prescribe conditions with regard to the authority granted under Section 17-25-3.

**HISTORY:** SOURCES: Laws, 2012, ch. 499, § 1; Laws, 2013, ch. 364, § 1, eff from and after July 1, 2013.

**NOTES: AMENDMENT NOTES.** --The 2013 amendment, in (1), inserted "or real property" in the first sentence and added the last sentence; added (4) and redesignated the remaining subsections accordingly; in (5), inserted "or real property" and substituted "such property" for "the personal property"; in (6), deleted "personal" preceding "property"; and made a minor stylistic change in (2).