

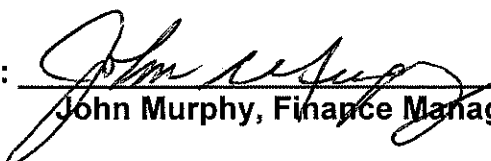
II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2012	2013	2014	2015	2016
Grant Expenditures					
Operating Costs					
External Revenues	(\$1.00)				
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	(\$1.00)				
# ADDITIONAL FTE POSITIONS (Cumulative)	0				

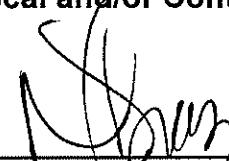
Is Item Included In Current Budget? Yes No
 Budget Account No.: Fund 1340 Dep't. 540 Unit 5101 Object 6999
 Program _____ Reporting Category _____

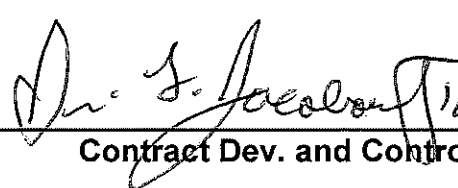
B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review: 
 John Murphy, Finance Manager

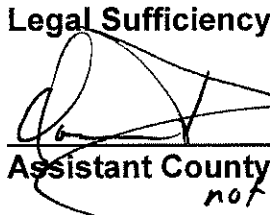
III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

 11/21/11
 OFMB 11/21/11
 11/21/11

 11/23/11
 Contract Dev. and Control

B. Legal Sufficiency:


 Assistant County Attorney Executed original not received and
 not available at time of legal review.

This item complies with current
 County policies.

C. Other Department Review:

 Department Director

RESOLUTION NO. R-

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, FINDING THAT CERTAIN COUNTY-OWNED BUSES ARE NOT NEEDED FOR THE COUNTY'S TRANSIT SYSTEM OR ANY OTHER COUNTY PURPOSE; AUTHORIZING THE SALE, CONVEYANCE AND TRANSFER OF THE BUSES TO THE CITY OF GAINESVILLE, FLORIDA; APPROVING AN AGREEMENT WITH THE CITY OF GAINESVILLE REGARDING THE SALE, CONVEYANCE AND TRANSFER OF THE BUSES; ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Palm Beach County (County) has eleven (11) transit buses (Buses) that have reached the end of their useful service life and the County has determined that the Buses are not needed for the County's public transit system or any other County purpose; and

WHEREAS, the City of Gainesville has applied to the Board for the Buses and requested that they be conveyed to the City of Gainesville for the purpose of promoting the public or community interest and welfare, and the Board is satisfied that the Buses are required for such purposes; and

WHEREAS, the City of Gainesville is an entity that is qualified and eligible to receive a conveyance of personal property from Palm Beach County in accordance with the requirements of Section 125.38, F.S., and it has advised Palm Tran that it desires to use the Buses for the public or community interest and welfare; and

WHEREAS, although the Federal Transit Administration (FTA) has no continuing interest in the Buses, FTA Circular 5010.1D requires that FTA grantees obtain FTA's approval to transfer rolling stock to another FTA grantee prior to the transfer; and

WHEREAS, the City of Gainesville is a current grantee of the FTA; and

WHEREAS, the Board has determined that the Buses will be used for the public or community interest and welfare as described herein and in an Agreement Regarding the Sale, Conveyance and Transfer of Buses to the City of Gainesville (Agreement), and that the Buses should be sold and conveyed to the City of Gainesville for the nominal sum of One Dollar (\$1.00) and other good and valuable consideration.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

1. The recitals set forth above are true and correct.
2. The Board does hereby authorize its Chair, on behalf of the Board, to enter into the Agreement with the City of Gainesville for the sale, conveyance and transfer of the Buses described below.

3. Following execution of the Agreement, title to the Buses is to be transferred and conveyed to the City of Gainesville in accordance with the provisions of the Agreement; provided, that, FTA has approved the transfer. Palm Beach County's County Administrator or his designee is authorized to take all steps needed to effectuate the sale, conveyance and transfer of the Buses.

4. The Vehicle Identification Numbers of the vehicles to be conveyed are as follows:

VIN# 15GGD2115Y1071313	Fixed Asset #10134739
VIN# 15GGD211XY1071328	Fixed Asset #10134705
VIN# 15GGB211511071341	Fixed Asset #10137687
VIN# 15GGB211411071346	Fixed Asset #10137693
VIN# 15GGB211X11071349	Fixed Asset #10137696
VIN# 15GGB211811071348	Fixed Asset #10137695
VIN# 15GGB211311071354	Fixed Asset #10137701
VIN# 15GGB211511071355	Fixed Asset #10137702
VIN# 15GGB211011071358	Fixed Asset #10137705
VIN# 15GGB211011071344	Fixed Asset #10137690
VIN# 15GGB211211071992	Fixed Asset #10137692

5. This Resolution shall take effect upon its adoption.

The foregoing resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____, and upon being put to a vote, the vote was as follows:

- Commissioner Karen T. Marcus, District 1 _____
- Commissioner Paulette Burdick, District 2 _____
- Commissioner Shelley Vana, District 3 _____
- Commissioner Steven L. Abrams, District 4 _____
- Commissioner Burt Aaronson, District 5 _____
- Commissioner Jess R. Santamaria, District 6 _____
- Commissioner Priscilla A. Taylor, District 7 _____

The Chair thereupon declared this resolution duly passed and adopted this ____ day of _____, 2011.

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

PALM BEACH COUNTY, FLORIDA, by its
BOARD OF COUNTY COMMISSIONERS

Sharon R. Bock, Clerk and Comptroller

By: _____
County Attorney

By: _____
Deputy Clerk

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**AGREEMENT REGARDING THE SALE, CONVEYANCE
AND TRANSFER OF BUSES TO
THE CITY OF GAINESVILLE, FLORIDA**

THIS AGREEMENT REGARDING THE SALE, CONVEYANCE AND TRANSFER OF BUSES is made and entered into this ___ day of _____, 2011, by and between Palm Beach County, a political subdivision of the State of Florida, (hereinafter referred to as "Palm Beach County"), and the City of Gainesville (hereinafter referred to as "The City", a municipal corporation organized under the laws of the State of Florida.

WITNESSETH:

WHEREAS, Palm Beach County's Department of Surface Transportation (also known as "Palm Tran") has determined that it has (2) 2000 and nine (9) 2001 Gillig Low Floor buses (collectively referred to herein as "Buses") that are not needed for any County purpose, that the Buses are an uneconomical asset, and that Palm Beach County no longer has a public transit need for the Buses; and

WHEREAS, The City has advised Palm Beach County's Department of Surface Transportation, Palm Tran, that The City desires to acquire the Buses from Palm Beach County; and

WHEREAS, The City has represented that it will incorporate the Buses into The City public transit system, and use them to promote the community interest and welfare by enhancing the public transit system; and

WHEREAS, The City has applied to Palm Beach County for the conveyance of the Buses to The City and affirms that it will use the Buses to accomplish the purposes described herein; and

WHEREAS, The City does hereby further represent and affirm that it is an entity qualified and eligible to receive a conveyance of personal property from Palm Beach County in accordance with the requirements of Section 125.38, F.S.; and

WHEREAS, Palm Beach County has determined that the Buses are not needed for any Palm Beach County purpose, that the Buses are required for use by The City, and that the Buses should be conveyed to The City for the nominal sum of One Dollar (\$1.00); and

WHEREAS, Palm Beach County's Board of County Commissioners finds that the use The City will make of the Buses constitutes and will serve a valid public purpose.

NOW, THEREFORE, in consideration of the covenants and promises contained herein, the parties agree as follows:

1. Incorporation of Recitals: The foregoing recitals are true and correct and incorporated into and made a part of this Agreement.

2. Purpose: The purpose of this Agreement is to set forth the various duties, rights and obligations of the parties regarding the transfer of the Buses to The City and The City's use of the Buses to promote the community's interest and welfare by utilizing the Buses in The City's public transit system as contemplated in this Agreement. The Buses to be transferred to The City consist of two (2) 2000 and nine (9) 2001 Gillig Low Floor buses with the following Vehicle Identification Numbers:

- | | |
|-------------------|-----------------------|
| 15GGD2115Y1071313 | Fixed Asset #10134739 |
| 15GGD211XY1071328 | Fixed Asset #10134705 |

1	15GGB211511071341	Fixed Asset #10137687
2	15GGB211411071346	Fixed Asset #10137693
3	15GGB211X11071349	Fixed Asset #10137696
4	15GGB211811071348	Fixed Asset #10137695
5	15GGB211311071354	Fixed Asset #10137701
6	15GGB211511071355	Fixed Asset #10137702
7	15GGB211011071358	Fixed Asset #10137705
8	15GGB211011071344	Fixed Asset #10137690
9	15GGB211211071992	Fixed Asset #10137692

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3. Representatives: Palm Beach County's representative following the execution of this Agreement will be Palm Tran's Executive Director whose telephone number is 561-841-4200, or his designee. The City's representative following the execution of this Agreement will be Mr. Jesus Gomez, Director of Transit, whose telephone number is (352) 334-2600 or such other representative designated by The City.

4. Transfer of Title: Palm Beach County agrees to transfer title, relinquish possession and deliver the Buses to The City, at Palm Tran's main facility located at 3201 Electronics Way, West Palm Beach, Florida or such other location in Palm Beach County, Florida, on such date and time specified by Palm Beach County's representative; provided that, the Federal Transit Administration (FTA) has notified Palm Beach County that it has approved the transfer of the Buses to The City, and Palm Beach County has received from The City the nominal sum of One Dollar (\$1.00). The City shall be solely responsible for and shall bear all costs arising out of and related to the conveyance, transfer of title, delivery and acceptance of the Buses, of whatsoever kind or nature. The City acknowledges that the Buses have been fully depreciated, that each bus has attained at least 500,000 miles and that for Federal Transit Administration's (FTA) purposes all buses have reached their useful service life. Palm Beach County is willing to release its ownership and control of the Buses to The City following Palm Beach County's receipt of the nominal sum of One Dollar (\$1.00), FTA approval of this transfer, and The City's release of Palm Beach County from any and all future liability or responsibility for the Buses. The City acknowledges that with the execution of this Agreement it accepts responsibility for the continued satisfactory safety, maintenance and control of the Buses.

5. Acceptance of Buses "As Is" and Disclaimer of Warranty: It is understood between the parties that Palm Beach County is conveying the Buses to The City "as is" and that no representations are made as to the maintenance, design, safety, operability or condition of the Buses or any equipment associated therewith. No warranties are made, of any kind or nature, and none shall be deemed to be in effect, including but not limited to any warranty with respect to the maintenance, design, condition, safety or operability of the Buses, their quality or capacity, their conformity to or compliance with any requirement of law (whether state, federal or local), or any rule, specification or contract pertaining to the Buses. No warranties are made regarding patent infringement, any latent defect or the Buses' fitness for any or a particular purpose or any implied purpose. The City's execution of this Agreement shall act as its acknowledgment that it has performed a detailed inspection of the Buses and accepts them in their "as is" condition. The City further acknowledges and agrees that no representations or warranties have been made regarding the Buses, and that it has not relied upon any statement or representation of any kind or nature, made by Palm Beach County or Palm Tran, Inc. or their respective officers, employees, servants or agents regarding the Buses, their condition, or any equipment that may or not may be located thereon. The City shall inspect the buses and correct any and all conditions that may interfere with or affect the safe operation or use of the Buses or create a danger to any person or property prior to it or any other person or entity using or operating the Buses.

Palm Beach County is not the manufacturer of the Buses or any equipment associated therewith. Palm Beach County is not the agent of the manufacturer, and no warranty against patent or latent defects in material, workmanship, or capacity is given. Palm Beach County does not warrant the Buses or any equipment associated therewith as being fit for any purpose, an implied purpose or a particular purpose, or as having been maintained or adjusted to a certain

1 condition, level or degree of safety, or as required by law. No oral or written statement,
2 representation, information or advice from Palm Beach County, Palm Tran, inc. or any of their
3 respective officers or employees whether given before, during or after delivery of the Buses shall
4 create a warranty, including any warranty as to maintenance, safety, operability or reliability, and
5 The City expressly acknowledges that it is not entitled to rely on any such statement,
6 representation, information or advice, if such was made or given.

7
8 **NO WARRANTIES, WHETHER EXPRESS OR IMPLIED, ARE GIVEN. ALL**
9 **WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY, AN**
10 **IMPLIED OR PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED. PALM**
11 **BEACH COUNTY SHALL NOT BE LIABLE FOR ANY GENERAL, SPECIAL,**
12 **DIRECT OR INDIRECT DAMAGES, INCLUDING WITHOUT LIMITATION, ANY**
13 **LOST PROFITS, SAVINGS OR OTHER CONSEQUENTIAL, EXEMPLARY OR**
14 **INCIDENTAL DAMAGES ARISING OUT OF THIS AGREEMENT AND/OR THE**
15 **CITY'S USE OR OPERATION OF THE BUSES. NEITHER PALM BEACH**
16 **COUNTY NOR PALM TRAN, INC. SHALL BE LIABLE FOR ANY CLAIM FOR**
17 **DAMAGES, INCLUDING WITHOUT LIMITATION, PERSONAL INJURY,**
18 **PROPERTY DAMAGE OR DEATH, BASED UPON A CLAIM IN CONTRACT,**
19 **TORT (INCLUDING NEGLIGENCE), MISREPRESENTATION, STRICT**
20 **LIABILITY OR BREACH OF WARRANTY.**

21
22 6. Discrimination Prohibited: The City represents and warrants that it will not
23 discriminate in any use made of the Buses and that their employees will be treated equally
24 without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status,
25 familiar status, sexual orientation, gender or gender identity or expression.

26
27 7. Responsibility: The City shall be solely responsible for all costs associated with or
28 related to the conveyance, delivery, transfer of title and its use of the Buses. The City agrees that
29 Palm Beach County has no responsibility or duty, of any kind or nature, to any person or entity,
30 relating to the Buses. The City expressly waives and releases Palm Beach County and Palm
31 Tran, Inc. from any responsibility or liability, of any kind or nature whatsoever, that Palm Beach
32 County or Palm Tran, Inc., had, has or may have to The City or any other person or entity, related
33 to Palm Beach County's conveyance of the Buses to The City or The City's ownership, use,
34 operation, maintenance or possession of the Buses.

35
36 8. No Agency Relationship: Palm Beach County is transferring title to the Buses for the
37 nominal sum of One Dollar (\$1.00), after receiving FTA approval. The City is not an agent,
38 servant or employee of Palm Beach County or Palm Tran, Inc. Neither Palm Beach County nor
39 Palm Tran, Inc. is an agent, servant or employee of The City. The City acknowledges and agrees
40 that neither Palm Beach County nor Palm Tran, Inc. has any control over the actions, activities or
41 decisions of The City. Nothing contained herein shall create an agency relationship between The
42 City and Palm Beach County or The City and Palm Tran, Inc.

43
44 9. The City shall not assign, transfer or otherwise encumber this Agreement, in whole or
45 in part, without first having obtained the prior written consent of Palm Beach County.

46
47 10. Hold Harmless and Indemnification: To the extent permitted by law, The City agrees
48 to protect, defend, reimburse, save, indemnify and hold Palm Beach County, Palm Tran, Inc.,
49 their successors or assigns, and their respective directors, officers, servants, agents or
50 employees, free and harmless, at all times, from and against any and all suits, actions, damages,
51 liabilities, interest, attorney's fees, costs and expenses of any kind or nature, including all costs of
52 appeals, arising out of or related, in any manner whatsoever, to The City's acquisition, inspection,
53 acceptance, possession, use, operation or maintenance of the Buses, any intentional or negligent
54 act or omission of The City, or any intentional or negligent act or omission of Palm Beach County
55 or Palm Tran, Inc. that relates, in any manner, to The City's acquisition, ownership, operation,
56 maintenance, possession or use of the Buses. The City expressly agrees that neither Palm
57 Beach County nor Palm Tran, Inc. has a duty to The City, the public, any member of the public,

1 any passenger being transported on one of the Buses, or any other third party to notify The City
2 or any other person of any defect or dangerous condition or to correct any defect or dangerous
3 condition which may exist or affect, in any way whatsoever, The City's use, maintenance or
4 operation of the Buses. The foregoing indemnification shall survive the expiration or termination
5 of this Agreement and shall remain in effect at all times during which The City owns, possesses,
6 uses, maintains or has an interest in the Buses.
7

8 11. Remedies and Venue: This Agreement shall be governed by the laws of the State of
9 Florida and any and all legal action necessary to enforce this Agreement shall be held in Palm
10 Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of
11 any other remedy, and each and every such remedy shall be cumulative and shall be in addition
12 to every other remedy given hereunder or now or hereafter existing at law or in equity or by
13 statute or otherwise. No single or partial exercise by any party of any right, power, or remedy
14 hereunder shall preclude any other or further exercise thereof.
15

16 12. No Third Party Beneficiaries Created: This Agreement is not intended to be a third
17 party beneficiary contract and creates no rights in anyone other than The City, Palm Beach
18 County and Palm Tran, Inc. No other person or entity shall have any rights, interest, or claims
19 against the County or Palm Tran, Inc. as a result of this Agreement or The City's acquisition,
20 ownership, use, operation or maintenance of the Buses, or be entitled to any benefits under or on
21 account of this Agreement as a third-party beneficiary or otherwise. The City expressly
22 acknowledges and agrees that neither Palm Beach County nor Palm Tran, Inc. has a duty, of any
23 kind or nature, to The City or any third party as a result of The City's acquisition, ownership,
24 operation, maintenance, possession or use of the Buses.
25

26 13. Representations: The City acknowledges Palm Beach County's intent to sell and
27 convey the Buses to The City in accordance with the requirements of Section 125.38, F.S. The
28 City affirms its representation to County that it is an entity eligible to receive personal property
29 from Palm Beach County under Section 125.38, F.S. To the extent permitted by law, The City
30 shall save, defend, indemnify and hold harmless Palm Beach County and Palm Tran, Inc. for any
31 and all liability or responsibility that Palm Beach County or Palm Tran, Inc., had, has or may have
32 as a result of a determination that The City is not an entity eligible to receive personal property
33 from Palm Beach County under Section 125.38, F.S.
34

35 14. Notices: Any notice given pursuant to the terms of this Agreement shall be in writing
36 and hand delivered or sent by U.S. Mail. All notices shall be addressed to the following:
37

38 As to Palm Beach County:

39 Executive Director, Palm Tran
40 3201 Electronics Way
41 West Palm Beach, FL 33407
42 (561) 841-4210
43

44 As to the City of Gainesville:

45 Mr. Jesus Gomez, Director
46 100 S.E. 10th Avenue
47 Gainesville, FL 32601
48 (352) 334-2600
49

50 15. Waiver: No waiver of any provisions of this Agreement shall be effective unless it is
51 in writing and signed by the party against whom it is asserted. Any such written waiver shall only
52 be applicable to the specific instance to which it relates and shall not be deemed a continuing or
53 future waiver.
54

55 16. Captions: The captions and section designations herein set forth are for
56 convenience only and shall have no substantive meaning.
57

1 17. Joint Preparation: The preparation of this Agreement has been a joint effort of the
2 parties and the resulting document shall not, solely as a matter of judicial construction, be
3 construed more severely against one of the parties than the other.
4

5 18. Severability: Should any section, paragraph, sentence, clause or provision hereof be
6 held by a court of competent jurisdiction to be invalid, such shall not affect the remaining portions
7 of this Agreement.
8

9 19. Entirety of Contract and Modifications: Palm Beach County and The City agree that
10 this Agreement sets forth the entire agreement between the parties, and that there are no
11 promises or understandings other than those stated herein. No modification, amendment or
12 alteration in the terms or conditions contained herein shall be effective unless contained in a
13 written document executed with the same formality and equality of dignity herewith.
14

15 20. Survivability: Any provision of this Agreement which is of a continuing nature or
16 imposes an obligation which extends beyond the term of this Agreement shall survive its
17 expiration or earlier termination.
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(Remainder of Page Intentionally Left Blank)

1 **IN WITNESS WHERE OF**, the parties have executed this Agreement and it is effective
2 on the date first above written.

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4 Palm Beach County, Florida, by its
5 Board of County Commissioners

City of Gainesville, Florida

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9 By: _____
10 Chair

By: _____

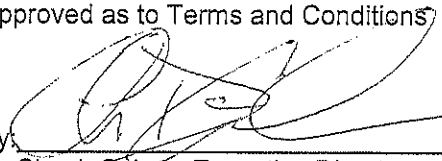
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14 Attest:
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16 Sharon R. Block, Clerk & Comptroller

Attest:

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19 By: _____
20 Deputy Clerk

By: _____
Municipal Clerk

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26 Approved as to Terms and Conditions

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30 By:  _____
31 Chuck Cohen, Executive Director
32 Palm Tran

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35 Approved as to Form
36 and Legal Sufficiency

Approved as to Form and Legality

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County Attorney

City Attorney

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46 G.../AGainesvilleBusTransfer.pt.11-7-2011
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**REQUEST TO TRANSFER ASSETS TO FIXED ASSETS MGT OFFICE
PALM BEACH COUNTY**

(Please type or print clearly in black or blue pen)

OFMB/ FINANCIAL MANAGEMENT DIVISION
FIXED ASSETS MANAGEMENT OFFICE
FORM #2

DEPARTMENT/DIVISION NAME <u>Palm TRAN</u>	CUSTODIAN CODE <u>7320</u>	DATE <u>11/4/11</u>
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ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE	Z# ASSIGNED	ASSIGNED TO		
						INV.	STORE	SCRAP
10134739	2000 40foot Gillig Bus	4	2					
10134705	2000 35 FOOT Gillig Bus	4	2					
10137687	2001 35 FOOT Gillig Bus	4	2					
10137693	2001 35 FOOT Gillig Bus	4	2					
10137696	2001 35 FOOT Gillig Bus	4	2					
10137695	2001 35 FOOT Gillig Bus	4	2					
10137701	2001 35 FOOT Gillig Bus	4	2					
10137702	2001 35 FOOT Gillig Bus	4	2					
10137705	2001 35 FOOT Gillig Bus	4	2					
10137692	2001 35 FOOT Gillig Bus	4	2					

REASON CODES

1. - EXCESS 2. - OBSOLETE 3. - OTHER SURPLUS (specify) _____ 4. - STATUTORY/PUBLIC PURPOSE/BCC ACTION (Describe in Comments Section Below)

CONDITION CODES

1. - NEW 2. - GOOD 3. - FAIR 4. - POOR 5. - BROKEN/SERVICEABLE 6. - BROKEN/BEYOND REPAIR 7. - OTHER _____ (specify)

COMMENTS (details on Reason 4 Transfers, Trade-ins, Scrapping and Thefts Required Here)

REQUESTED BY / ORIGINATING DEPARTMENT		APPROVAL - FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <u>[Signature]</u>	DATE <u>11/4/11</u>	INVENTORY OFFICER _____	DATE _____
INVENTORY OFFICER <u>[Signature]</u>	DATE _____	WAREHOUSE _____	DATE _____
CUSTODIAN <u>[Signature]</u>	DATE <u>11-4-11</u>		



REQUEST TO TRANSFER ASSETS TO FIXED ASSETS MGT OFFICE
PALM BEACH COUNTY

(Please type or print clearly in black or blue pen)

OFMB/ FINANCIAL MANAGEMENT DIVISION
FIXED ASSETS MANAGEMENT OFFICE
FORM #2

DEPARTMENT/DIVISION NAME <u>Palm TRAN</u>	CUSTODIAN CODE <u>7320</u>	DATE <u>11/4/11</u>
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ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE	Z # ASSIGNED		
					INV	STORE	SCRAP
<u>10137690</u>	<u>2001 35 FOOT Gillig BUS</u>	<u>4</u>	<u>2</u>				

REASON CODES
 1. - EXCESS 2. - OBSOLETE 3. - OTHER SURPLUS (specify) _____ 4. - STATUTORY/PUBLIC PURPOSE/BCC ACTION (Describe in Comments Section Below)

CONDITION CODES
 1. - NEW 2. - GOOD 3. - FAIR 4. - POOR 5. - BROKEN/SERVICEABLE 6. - BROKEN/BEYOND REPAIR 7. - OTHER _____ (specify)

COMMENTS (details on Reason 4 Transfers, Trade-ins, Scrapping and Thefts Required Here)

REQUESTED BY _____	ORIGINATING DEPARTMENT _____	APPROVAL - FIXED ASSETS MANAGEMENT OFFICE _____
ORIGINATOR <u>[Signature]</u>	DATE <u>11/4/11</u>	INVENTORY OFFICER _____ DATE _____
INVENTORY OFFICER <u>[Signature]</u>	DATE _____	WAREHOUSE _____ DATE _____
CUSTODIAN <u>[Signature]</u>	DATE <u>11-7-11</u>	