

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: May 20, 2014

☐ Consent  
☐ Ordinance

☒ Regular  
☐ Public Hearing

Department: Facilities Development & Operations

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: a Donation Agreement with Lutheran Services Florida, Inc. ("LSF"), a Florida not for profit 501(c)(3) corporation for the County's donation of inventory, equipment and property from County's Head Start program to LSF for use in providing Head Start program services in Palm Beach County.

**Summary:** On September 24, 2013 the Board determined that the County would not apply for Federal Head Start grant funding and supported LSF's application to assume responsibility as Head Start grantee effective July 1, 2014. County's Head Start program assets include substantial personal property and equipment located in various facilities including: (1) 1699 Wingfield Street, Lake Worth; (2) 909 NE 3rd Street, Boynton Beach; (3) 380 East 5th Street, Pahokee; (4) 6415 Indiantown Road, Jupiter; (5) 1440 West Martin Luther King Blvd., Riviera Beach; (6) 3691 Oswego Avenue, West Palm Beach; (7) 990 US Highway 27 North, South Bay; (8) 100 North Chillingworth Drive, West Palm Beach; (9) 1101 Mentone Road, Lantana; (10) 50 South Military Trail, West Palm Beach; and (11) 810 Datura Street, West Palm Beach (collectively "the Facilities"). The Facilities are equipped with computers, children's furniture, health assessment equipment, playground equipment, learning tools, unused office supplies and the miscellaneous personal property acquired over the life of the Head Start program. LSF requested donation of the Facilities personal property assets for use in its programming and conveyance of these items is critical to providing uninterrupted services. Staff inventoried the assets and reallocated personal property assets which were useful to other County departments. Those remaining assets (that were of no use to another County department) are specifically identified in the Donation Agreement (the "Facilities Inventory") and are recommended for donation to LSF. The Donation Agreement is contingent on LSF's approval as Federal Head Start grantee and contains a County option to require return of the Facilities Inventory if LSF ceases to be the Head Start grantee prior to June 30, 2019 which is the estimated useful life of the Facilities Inventory. LSF accepts the Facilities Inventory in "as is" condition, assumes the entire risk of loss or damage, and is responsible for repairing and maintaining the Facilities Inventory. (PREM) Countywide (HJF)

**Background and Policy Issues:** On September 24, 2013 the Board authorized staff to initiate transition plans whereby LSF would assume the role of Head Start principal grantee in Palm Beach County effective July 1, 2014. Head Start program staff conducted extensive inventories of every Head Start facility including items ranging from glue bottles to automobiles. Those items that could be re-used by other County departments were re-allocated. The remaining personal property assets recommended for donation are valued by the Fixed Assets department at their original acquisition cost without deduction for depreciation, condition or age. A summary of the acquisition cost and estimated current financial value of the personal property is summarized in the following Head Start Donated Personal Property Tables below.

(Continued on Page 3)

**Attachments:**

- A) Donation Agreement
- B) Donation Request Letter
- C) Fixed Asset Forms

Recommended By: \_\_\_\_\_

*Annex Work*  
Department Director

5/14/14  
Date

Approved By: \_\_\_\_\_

*U. Baker*  
County Administrator

5/15/14  
Date

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
In-Kind Match (County	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>0</u>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget: Yes \_\_\_\_\_ No \_\_\_\_\_

Budget Account No: Fund \_\_\_\_\_ Dept \_\_\_\_\_ Unit \_\_\_\_\_ Object \_\_\_\_\_  
Program \_\_\_\_\_

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

There is no fiscal impact because the County is no longer providing Head Start Services and will not require the assets for program services. In the event LSF ceases providing Head Start services prior to June 30, 2019, the assets will revert to County.

C. Departmental Fiscal Review: \_\_\_\_\_

## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Development Comments:

Bill 5/14/14  
OFMB 5/14/14  
28 cc  
5/19 5/19

Joe J. Jacobson 5/14/14  
Contract Development and Control  
5-14-14 B.W. Hinkle

### B. Legal Sufficiency:

AFJ 5/14/14  
Assistant County Attorney

### C. Other Department Review:

Jennifer E. Ciullo  
Department Director

A. Donated Property Table\*

\*Does not include expendables with a current estimated value of \$70,000.00 consisting of hundreds of items such as glue bottles, office supplies, toys, program learning materials and miscellaneous supplies.

Categories	Original Cost	Estimated Value
Program	\$27,653.00	\$2,765.30
Facilities/Equipment	\$550,179.80	\$121,784.08
Vehicles	None	None
Information Technology	\$158,027.76	\$83,676.18
Total	\$735,860.56	\$208,225.56

B. Re-Allocated/Not Donated Property Table

Categories	Original Cost	Estimated Value
Facilities/Equipment	\$102,278.80	\$30,148.62
Vehicles	\$897,921 .00	\$440,850.00
Information Technology	\$184,931.09	\$121,239.03
Total	\$1,185,130.89	\$592,237.65

Category Descriptions

- 1. The Program category includes hearing and vision screening equipment.
- 2. The Facilities/Equipment category includes playground equipment, kitchen equipment, radio equipment, CCTV and DVR equipment.
- 3. The Vehicles category includes buses and vehicles.
- 4. The Information Technology category includes computers and printers.

There are three (3) related agenda items for: (1) Leases of Jupiter, Riviera and Oswego (these three buildings will be occupied by both LSF and County); (2) Leases of Four Points Center and San Castle (these are short-term Leases); and 3) Leases of South Bay and West Palm Beach (these buildings will be occupied by LSF only). Additionally, on June 3, 2014, ISS is presenting a network communication agreement between LSF and ISS for telephone and network communication services for all of the LSF leased buildings. LSF is a Florida not-for-profit corporation.

## **DONATION AGREEMENT**

This Donation Agreement (the "Agreement") is made and entered into by and between Palm Beach County, a political subdivision of the State of Florida (the "County") and Lutheran Services Florida, Inc., a Florida not-for-profit corporation authorized to do business in the State of Florida, whose Federal Tax I.D. is 59-2198911 ("LSF").

### **WITNESSETH**

**WHEREAS**, on September 24, 2013 the Board provided conceptual approval of a proposal from LSF to assume responsibility for Head Start program operations in Palm Beach County as principal grantee; and

**WHEREAS**, County's Head Start programs, administrative offices and personal property and equipment are housed in various facilities including the following locations: (1) 1699 Wingfield Street, Lake Worth; (2) 909 NE 3<sup>rd</sup> Street, Boynton Beach; (3) 380 East 5<sup>th</sup> Street, Pahokee; (4) 6415 Indiantown Road, Jupiter; (5) 1440 West Martin Luther King Blvd., Riviera Beach; (6) 3691 Oswego Avenue, West Palm Beach; (7) 990 US Highway 27 North, South Bay; (8) 100 North Chillingworth Drive, West Palm Beach; (9) 1101 Mentone Road, Lantana; (10) 50 South Military Trail, West Palm Beach; and (11) 810 Datura Street, West Palm Beach (collectively "the Facilities").

**WHEREAS**, the Facilities contain an inventory of personal property and equipment that is specifically identified in the attached Exhibit "A" ("Facilities Inventory") that was purchased and used for Head Start administration and programming; and

**WHEREAS**, LSF has requested donation of the Facilities Inventory for use in providing Head Start program services; and

**WHEREAS**, the County is willing to donate the Facilities Inventory to LSF pursuant to the terms and conditions set forth in this Donation Agreement; and

**WHEREAS**, LSF has agreed to accept said Facilities Inventory in accordance to the terms and conditions set forth in this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and agreements set forth herein, the parties hereto hereby agree as follows:

1. Recitals. The foregoing recitals are true and correct and incorporated herein by reference.

2. Definitions.

**“County Leased Facilities”** shall mean the County owned facilities to be leased to LSF beginning on or before July 1, 2014 consisting of; (1) 6415 Indiantown Road, Jupiter; (2) 1440 West Martin Luther King Blvd., Riviera Beach; (3) 3691 Oswego Avenue, West Palm Beach; (4) 990 US Highway 27 North, South Bay; (5) 100 North Chillingworth Drive, West Palm Beach; (6) 50 South Military Trail, West Palm Beach; and (7) 1101 Mentone Road, Lantana (“San Castle”).

**“Notice of Grant Award”** shall mean the Notice of Grant Award form that is delivered to Grant applicants by the Office of Head Start when a grant application is approved and which includes the approved project and budget periods and the amount of federal funds authorized pursuant to the grant application.

**“Office of Head Start”** shall mean the Office of Head Start, an Office of the Administration for Children & Families, Department of Health and Human Services.

3. Effective Date. This Agreement is expressly contingent upon LSF providing a copy of a Notice of Grant Award to the Director of the County’s Facilities Development and Operations Department that is consistent with LSF’s grant application to the Office of Head Start with a project budget period beginning on or before July 1, 2014 and which designates Tenant as principal grantee for Palm Beach County.

4. Agreement to Donate. County hereby agrees to donate and LSF agrees to accept the Facilities Inventory more specifically identified on the attached Exhibit “A” subject to the terms and conditions of this Agreement.

5. Condition of Facilities Inventory. LSF certifies that LSF has inspected the Facilities Inventory and accepts same "as is", in its existing condition, together with all defects, latent or patent, if any. LSF further acknowledges that the County has made no warranties or representations of any nature whatsoever regarding the Facilities Inventory including, without limitation, any relating to the physical condition of the Facilities Inventory, or the suitability of the Facilities Inventory for LSF’s intended use. No repair work to the Facilities Inventory is required to be done by County as a condition of this Agreement. LSF certifies that LSF shall use the Facilities Inventory in a safe and appropriate manner and for its intended purpose.

6. Use Restriction: LSF shall use the Facilities Inventory solely in the provision of Head Start program services in Palm Beach County.

7. Maintenance and Repair; Insurance: LSF shall keep and maintain the Facilities Inventory in good condition and repair at LSF’s sole cost and expense. LSF shall maintain insurance on

the Facilities Inventory as part of the Premises Insurance coverage on Tenant's contents required under the leases for the County Leased Facilities.

8. Risk of Loss and Damage. LSF assumes and shall bear the entire risk of loss and damage to the Facilities Inventory from any and every cause whatsoever. No loss or damage to the Facilities Inventory or any part thereof shall impair any obligation of LSF under this Agreement. Notwithstanding the foregoing, LSF shall have no responsibility for loss or damage to the Facilities Inventory due to any of the following: (i) normal wear and tear; (ii) loss or damage that could reasonably be expected from use of the Facilities Inventory in a child-care facility; or (iii) loss due to casualty not covered by industry standard casualty loss coverage maintained by LSF in accordance with the leases of the County Leased Facilities.

9. Reverter to County upon Cessation of Services. Beginning on the Effective Date and continuing to June 30, 2019, LSF shall provide written notice to County if LSF is no longer the principal Head Start grantee in Palm Beach County. Such notice to County shall include a fourteen (14) day option for County to request the return of all or a part of the Facilities Inventory. If the County declines the return of the Facilities Inventory, then LSF shall no longer be obligated to transfer all or any part of the Facilities Inventory to County. If County elects the return of some or all of the Facilities Inventory, then LSF shall transfer the requested items of Facilities Inventory to County. Notwithstanding the foregoing, LSF shall have no obligation to return to County any Facilities Inventory: (i) that was lost or materially damaged in the normal course of LSF's operation of a Head Start program in the Facilities; (ii) lost due to casualty not covered by the casualty loss coverage maintained by LSF pursuant to the County Leases; or (iii) discarded by LSF due to obsolescence or that was depleted over time through normal use in LSF's Head Start program; provided, however, that LSF provides County with documentation regarding the disposition of each asset. In the event any asset which LSF is obligated to return to County cannot be returned, LSF shall pay County for the undepreciated value of the asset as of the Effective Date of this Agreement. The return of the Facilities Inventory or the payment to County shall be within fourteen (14) days of the County's written response to LSF, or at such earlier time as may be mutually agreed upon by the parties.

10. Indemnification of County. LSF shall indemnify, defend and save County, its agents, officers, and employees harmless from and against any and all claims, actions, damages, liability and expense, including reasonable attorney's fees and costs, whether at trial or appellate level or otherwise, in connection with loss of life, personal injury and/or damage to or destruction of property arising from or out of this Agreement; the use of the Facilities Inventory or any part thereof; or any negligent act, error or omission of LSF, its agents, contractors, employees, volunteers or invitees. In the event County shall be made a party to any litigation commenced against LSF or by LSF against any third party, then LSF shall protect and hold County, its agents, officers, and employees harmless and pay all costs and reasonable attorney's fees incurred by County in connection with such litigation, whether at trial or appellate level or

otherwise. LSF recognizes the broad nature of this indemnification provision and specifically acknowledges that County would not have entered into this Agreement without LSF's agreement to indemnify County and further acknowledges the receipt of good and valuable separate consideration provided by County in support hereof in accordance with the laws of the State of Florida.

11. Governmental Regulations. LSF shall, at LSF's sole cost and expense, secure any required permits and comply with all regulations of all county, municipal, state, federal and other applicable governmental authorities, now in force, or which may hereafter be in force, pertaining to LSF or its use of the Facilities Inventory, and shall faithfully observe in the use of the Facilities Inventory and all municipal and county ordinances and state and federal statutes now in force or which may hereafter be in force and all applicable association/governing rules and regulations pertaining to LSF's use of the Facilities Inventory. LSF shall indemnify, defend and save County, its agents, officers, and employees harmless from any and all penalties, fines, costs, expenses, suits, claims, or damages resulting from LSF's failure to perform its obligations specified in this Section.

12. Default. The parties agree that, in the event either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party fifteen (15) days written notice to cure the default. In the event the defaulting party fails to cure the default within the fifteen (15) day cure period, the non-defaulting party shall be entitled to seek any remedy available to it at law or equity, including, but not limited to, the right to terminate this Agreement and seek damages, if any, or specific performance.

13. Notice. All notices and elections (collectively, "notices") to be given or delivered by or to any party hereunder shall be in writing and shall be (as elected by the party giving such notice) hand delivered by messenger, courier service, or national overnight delivery service (provided in each case a receipt is obtained) or alternatively shall be sent by United States Certified Mail, with Return-Receipt Requested. The effective date of any notice shall be the date of delivery of the notice if by personal delivery, courier services, or national overnight delivery service, or if mailed, upon the date which the return receipt is signed or delivery is refused or the notice designated by the postal authorities as non-deliverable, as the case may be. The parties hereby designate the following addresses as the addresses to which notices may be delivered, and delivery to such addresses shall constitute binding notice given to such party:

If to the County at: Palm Beach County  
Facilities Development & Operations Department  
Attn: Director  
2633 Vista Parkway  
West Palm Beach, Florida 33411-5605

with a copy to: County Attorney's Office  
301 North Olive Avenue, Suite 601  
West Palm Beach, Florida 33401-4791

If to LSF at: Lutheran Services Florida, Inc.  
3627A West Waters Avenue  
Tampa, Florida 33614

With a copy to: Lynn W. Stone, MBA  
QA Compliance and Contracts Manager  
Lutheran Services Florida-Head Start Program  
2210 Tall Pines Dr., Suite 210  
Largo, FL 33771

Any party may from time to time change the address at which notice under this Agreement shall be given such party, upon three (3) days prior written notice to the other parties.

14. Non-Discrimination. The parties agree that no person shall, on the grounds of race, color, sex, age, national origin, disability, religion, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information be excluded from the benefits of, or be subjected to any form of discrimination under any activity carried out by the performance of this Agreement.

15. Governing Law and Venue. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Florida. Venue in any action, suit or proceeding in connection with this Agreement shall be in a state court of competent jurisdiction in Palm Beach County, Florida.

16. WAIVER OF JURY TRIAL. THE PARTIES HERETO WAIVE TRIAL BY JURY IN CONNECTION WITH PROCEEDINGS OR COUNTERCLAIMS BROUGHT BY EITHER OF THE PARTIES HERETO AGAINST THE OTHER, IN CONNECTION WITH THIS AGREEMENT.

17. Remedies. No remedy set forth in this Agreement conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

18. No Recording. Neither this Agreement nor any memorandum or short form hereof, shall be filed in the Public Records of Palm Beach County, Florida.



19. Captions. The captions and section designations appearing in this Agreement are for convenience only, and shall not be considered in interpreting this Agreement.
20. Severability. In the event that any section, paragraph, sentence, clause, or provision hereof be held by a court of competent jurisdiction to be invalid, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect.
21. Assignment. Neither County nor LSF may assign this Agreement or any interest herein without the prior written consent of the other party, which may be granted or withheld in such party's sole and absolute discretion.
22. Time of Essence. Time is of the essence with respect to each provision of this Agreement which requires that action be taken by either party within a stated time period, or upon a specified date. Any reference to a certain number of days shall be deemed to be calendar days. Any time period provided herein which shall end on a Saturday, Sunday or legal holiday shall extend to 5:00 p.m. EST of the next business day.
23. Construction. No party shall be considered the author of this Agreement since the parties hereto have participated in extensive negotiations and drafting and redrafting of this document to arrive at a final Agreement. Thus, the terms of this Agreement shall not be strictly construed against one party as opposed to the other party based upon who drafted it. In the event that any section, paragraph, sentence, clause, or provision hereof is held by a court of competent jurisdiction to be invalid, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect.
24. No Third Party Beneficiary. No provision of this Donation Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Donation Agreement, including but not limited to any citizen, volunteer, contractor, agent, member or employee of the County and/or LSF.
25. Survival. The parties' warranties, agreements, covenants and representations set forth in this Agreement shall not be merged and shall survive consummation of the transaction contemplated by this Agreement.
26. Incorporation by Reference. Exhibits attached hereto and referenced herein shall be deemed to be incorporated into this Agreement by reference.
27. Entire Agreement. This Agreement represents the entire understanding between the parties, and supersedes all other negotiations, representations, or agreements, written or oral, relating to this Agreement. Except as herein otherwise provided, no subsequent alteration,

waiver, change or addition to this Agreement shall be binding upon County or LSF unless reduced to writing and signed by them.

28. Palm Beach County Office of the Inspector General. Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Office of the Inspector General is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. All parties doing business with the County shall fully cooperate with the Inspector General. The Inspector General has the power to subpoena witnesses, administer oaths, require the production of records, and to audit, investigate, monitor, and inspect the activities of LSF, its officers, agents, employees, and lobbyists in order to ensure compliance with the agreement specifications and to detect waste, corruption and fraud.

THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year first above written.

**ATTEST:**

**SHARON R. BOCK**  
**CLERK & COMPTROLLER**

**PALM BEACH COUNTY, a political**  
**subdivision of the State of Florida**

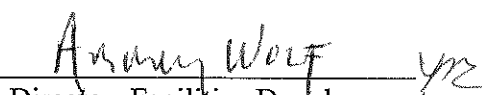
By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Priscilla A. Taylor, Mayor

**APPROVED AS TO FORM AND**  
**LEGAL SUFFICIENCY:**

**APPROVED AS TO TERMS AND**  
**CONDITIONS:**

By:   
Assistant County Attorney

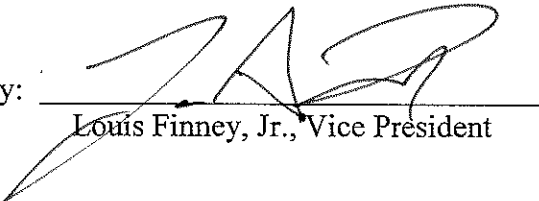
By:  ym  
Director, Facilities Development  
& Operations

**WITNESSES:**

**LUTHERAN SERVICES FLORIDA,**  
**INC., a Florida not-for-profit corporation**

  
Signature

Heidi Greenslade  
Printed Name

By:   
Louis Finney, Jr., Vice President

  
Signature

Gary W. Johnson  
Printed Name

**EXHIBIT "A"**  
**FACILITIES INVENTORY**

Recommended Fixed Assets to Donate  
to New Head Start Grantee with Reverter

Exhibit "A"  
Facilities Inventory

Asset #	Description	Adq. Date	Age	Cond	Cost	Estimated Current Value	Allocation
1010598300000000	SINK, STAINSTEEL, TRIPLE	02/09/96	18.29	3	\$ 1,000.00	\$ 100.00	FACILITIES
1010702200000000	BELT SWING SET, SMALL	04/23/96	18.08	3	\$ 1,000.00	\$ 100.00	FACILITIES
1010863000000000	FREEZER TRUE	07/30/96	17.82	3	\$ 2,640.00	\$ 264.00	FACILITIES
1012503800000000	HEATED CABINET, METRO	03/24/99	15.17	1	\$ 1,228.00	\$ 122.80	FACILITIES
1013181300000000	REFRIGERATOR, COMM, SUBZERO 601R	09/11/00	13.70	3	\$ 4,000.00	\$ 400.00	FACILITIES
1013181400000000	FREEZER, COMM, SUBZERO 601F	09/11/00	13.70	3	\$ 4,200.00	\$ 420.00	FACILITIES
1013243100000000	MILK COOLER, DUAL ACCESS	07/03/00	13.89	1	\$ 1,583.00	\$ 158.30	FACILITIES
1013668700000000	PLAYSTRUCTURE W/TUBE & SWING	12/28/00	13.40	2	\$ 33,170.45	\$ 3,317.05	FACILITIES
1013668800000000	PLAYSTRUCTURE EXPLORER W/SWING	12/28/00	13.40	2	\$ 14,012.51	\$ 1,401.25	FACILITIES
1014009300000000	PRINTER, HP LASERJET 4100TN	09/26/01	12.65	2	\$ 1,650.00	\$ 165.00	COMPUTER
1014009400000000	PRINTER, HP LASERJET 4100TN	09/15/01	12.68	3	\$ 1,650.00	\$ 165.00	COMPUTER
1014016000000000	PRINTER, HP LASERJET 2200DTN			3	\$ 1,617.00	\$ 1,617.00	COMPUTER
1014274200000000	CABINET, PROOFING HOT BOX	04/11/02	12.12	3	\$ 1,470.69	\$ 147.07	FACILITIES
1014274300000000	CABINET, STAINLESS, PORTABLE, HM2000	04/11/02	12.12	3	\$ 1,470.69	\$ 147.07	FACILITIES
1014274400000000	CABINET, PROOFING HOT BOX	04/11/02	12.12	5	\$ 1,470.69	\$ 147.07	FACILITIES
1014402900000000	MILK COOLER, 16 CASE CAPACITY	05/20/02	12.01	3	\$ 1,640.00	\$ 164.00	FACILITIES
1014403000000000	MILK COOLER, BEVERAGE AIR 16CAP	05/20/02	12.01	3	\$ 1,640.00	\$ 164.00	FACILITIES
1014403200000000	MILK COOLER, BEVERAGE AIR, 16CAP	05/20/02	12.01	3	\$ 1,640.00	\$ 164.00	FACILITIES
1014403500000000	MILK COOLER, BEVERAGE AIR, 16CAP	05/20/02	12.01	6	\$ 1,640.00	\$ 164.00	FACILITIES
1014534400000000	CABINET, MOBILE HEATER-REACHIN	06/05/02	11.96	3	\$ 1,547.40	\$ 154.74	FACILITIES
1014534600000000	SINK, THREE COMPARTMENT	06/04/02	11.97	2	\$ 1,783.56	\$ 178.36	FACILITIES
1015022600000000	PLAYGROUND EQUIPMENT	09/18/02	11.68	2	\$ 18,959.28	\$ 1,895.93	FACILITIES
1015046300000000	PLAYGROUND EQUIPMENT	09/25/02	11.66	3	\$ 21,954.28	\$ 2,195.43	FACILITIES
1015046400000000	PLAYGROUND EQUIPMENT	09/25/02	11.66	2	\$ 22,005.01	\$ 2,200.50	FACILITIES
1015069900000000	PRINTER, HP 4100TN			6	\$ 1,314.53	\$ 1,314.53	COMPUTER
1015162600000000	PC, DELL GX260S OPTIPLEX	05/21/08	6.00	3	\$ 1,643.00	\$ 164.30	COMPUTER
1015299600000000	PRINTER, HP 2200DTN			2	\$ 1,283.00	\$ 1,283.00	COMPUTER
1016078900000000	IMPERIAL GAS RANGE	09/30/04	9.64	1	\$ 1,846.13	\$ 184.61	FACILITIES
1016079000000000	FREEZER, CONTINENTAL 2-DOOR REACH-IN	09/30/04	9.64	5	\$ 3,800.85	\$ 380.09	FACILITIES
1016079200000000	FREEZER, CONTINENTAL 2-DOOR REACH-IN	09/30/04	9.64	3	\$ 3,800.85	\$ 380.09	FACILITIES
1016079300000000	FREEZER, CONTINENTAL 2-DOOR REACH-IN	09/30/04	9.64	3	\$ 3,800.85	\$ 380.09	FACILITIES
1016079400000000	REFRIGERATOR, CONTINENTAL 2-DOOR REACH-IN	09/30/04	9.64	3	\$ 2,967.33	\$ 296.73	FACILITIES
1016079500000000	REFRIGERATOR, CONTINENTAL 2-DOOR REACH-IN	09/30/04	9.64	5	\$ 2,967.33	\$ 296.73	FACILITIES
1016079600000000	MILK COOLER, TRUE	09/30/04	9.64	1	\$ 2,520.56	\$ 252.06	FACILITIES
1016079700000000	OVEN, IMPERIAL CONVECTION, GAS	09/30/04	9.64	3	\$ 9,567.10	\$ 956.71	FACILITIES
1016079900000000	DISHWASHER, HOBART, CONVEYOR TYPE	09/30/04	9.64	1	\$ 15,989.29	\$ 1,598.93	FACILITIES
1016080000000000	EAGLE GROUP DISHTABLE, SOILED	09/30/04	9.64	2	\$ 2,780.64	\$ 278.06	FACILITIES
1016080100000000	FOOD MIXER, HOBART	09/30/04	9.64	1	\$ 15,365.35	\$ 1,536.54	FACILITIES
1016080200000000	SINK, THREE COMPARTMENT, EAGLE GROUP	09/30/04	9.64	2	\$ 1,380.23	\$ 138.02	FACILITIES
1016080300000000	SINK, TWO COMPARTMENT, EAGLE GROUP	09/30/04	9.64	2	\$ 1,014.69	\$ 101.47	FACILITIES
1016080600000000	STEAM TABLE, DUKE	09/30/04	9.64	2	\$ 3,453.74	\$ 345.37	FACILITIES
1016080900000000	RANGE, 36" IMPERIAL, GAS,	09/30/04	9.64	3	\$ 3,686.93	\$ 368.69	FACILITIES
1016106800000000	DISK RECORDER 316/300 W/ EXT. UNIT PANASONIC	10/01/04	9.64	1	\$ 8,331.20	\$ 833.12	FACILITIES
1016106900000000	DISK RECORDER 316/300 W/ EXT. UNIT PANASONIC	10/01/04	9.64	1	\$ 8,331.20	\$ 833.12	FACILITIES
1016303800000000	PC, DELL OPTIPLEX SX280	02/07/05	9.28	6	\$ 2,078.13	\$ 207.81	COMPUTER

05/09/14

Recommended Fixed Assets to Donate  
to New Head Start Grantee with Reverter

Exhibit "A"  
Facilities Inventory

Asset #	Description	Adq. Date	Age	Cond	Cost	Estimated Current Value	Allocation
101630390000000	PC, DELL OPTIPLEX SX280	02/07/05	9.28	6	\$ 2,078.13	\$ 207.81	COMPUTER
101630740000000	FIRE ENGINE CLIMBER	03/24/05	9.16	2	\$ 5,782.67	\$ 578.27	FACILITIES
101631920000000	PLAYSTRUCTURE	03/24/05	9.16		\$ 9,205.66	\$ 920.57	FACILITIES
101643900000000	PC, DELL OPTIPLEX GX280	09/30/05	8.64	3	\$ 1,065.52	\$ 106.55	COMPUTER
101653140000000	PC GX 620				\$ 1,081.45	\$ 1,081.45	COMPUTER
101657960000000	FREEZER, WALK-IN	05/01/06	8.06	2	\$ 2,000.00	\$ 200.00	FACILITIES
101668260000000	FRONT SIDE BUS, DELL FOR POWEREDGE SC430	05/01/06	8.06	2	\$ 2,191.42	\$ 219.14	FACILITIES
101668290000000	FRONT SIDE BUS, DELL FOR POWEREDGE SC430	05/01/06	8.06	2	\$ 2,191.42	\$ 219.14	FACILITIES
101668310000000	FILE SERVER LAN-SAN				\$ 1,000.00	\$ 1,000.00	COMPUTER
101668340000000	FRONT SIDE BUS, DELL FOR POWEREDGE SC430	05/02/06	8.05	2	\$ 2,191.42	\$ 219.14	FACILITIES
101668350000000	FILE SERVER COKFV91				\$ 1,000.00	\$ 1,000.00	COMPUTER
101668490000000	FRONT SIDE BUS, DELL FOR POWEREDGE SC430	05/02/06	8.05	2	\$ 2,191.42	\$ 219.14	FACILITIES
101671980000000	Children's Computer System				\$ 1,081.45	\$ 1,081.45	COMPUTER
101672110000000	DELL PC	05/25/06	7.99	6	\$ 1,148.92	\$ 114.89	COMPUTER
101672170000000	Children's Computer System				\$ 1,081.45	\$ 1,081.45	COMPUTER
101672180000000	Children's Computer System				\$ 1,081.45	\$ 1,081.45	COMPUTER
101678620000000	CCTV SYSTEM	07/20/06	7.84	2	\$ 23,507.90	\$ 2,350.79	FACILITIES
101684510000000	PLAYGROUND EQUIPMENT	02/13/06	8.27	2	\$ 20,537.48	\$ 2,053.75	FACILITIES
101693850000000	PLAYGROUND EQUIPMENT	10/01/05	8.64	3	\$ 40,573.28	\$ 4,057.33	FACILITIES
101693860000000	VULCAN RANGE	10/01/05	8.64	2	\$ 3,040.00	\$ 304.00	FACILITIES
101693870000000	DISHWASHER, HOBART LXI	10/01/05	8.64	2	\$ 4,665.00	\$ 466.50	FACILITIES
101693890000000	REFRIGERATOR TRUE T-23	10/01/05	8.64	2	\$ 1,770.00	\$ 177.00	FACILITIES
101693900000000	MILK COOLER SM58N	10/01/05	8.64	2	\$ 1,715.00	\$ 171.50	FACILITIES
101693910000000	HOT TABLE-VOLLRATH #38044	10/01/05	8.64	2	\$ 1,135.00	\$ 113.50	FACILITIES
101693920000000	CABINET FLAVOR VIEW, METRO C175-C8N	10/01/05	8.64	2	\$ 1,725.00	\$ 172.50	FACILITIES
101734250000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734260000000	PC, DELL OPTIPLEX GX 110	06/18/08	5.92	2	\$ 1,177.00	\$ 117.70	COMPUTER
101734270000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734280000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734290000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734300000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	1	\$ 1,204.25	\$ 120.43	COMPUTER
101734310000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	3	\$ 1,204.25	\$ 120.43	COMPUTER
101734320000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734330000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	5	\$ 1,204.25	\$ 120.43	COMPUTER
101734340000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734360000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	4	\$ 1,204.25	\$ 120.43	COMPUTER
101734370000000	PC GX 745				\$ 1,204.25	\$ 1,204.25	COMPUTER
101734380000000	PC GX 755				\$ 1,012.43	\$ 1,012.43	COMPUTER
101734390000000	PC GX 745				\$ 1,204.25	\$ 1,204.25	COMPUTER
101734400000000	PC GX 745				\$ 1,204.25	\$ 1,204.25	COMPUTER
101734410000000	PC GX 745				\$ 1,204.25	\$ 1,204.25	COMPUTER
101734420000000	PC GX 745				\$ 1,204.25	\$ 1,204.25	COMPUTER
101734430000000	PC GX 745				\$ 1,204.25	\$ 1,204.25	COMPUTER
101734440000000	PC GX 745				\$ 1,204.25	\$ 1,204.25	COMPUTER
101734520000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER

05/09/14

Recommended Fixed Assets to Donate  
to New Head Start Grantee with Reverter

Exhibit "A"  
Facilities Inventory

Asset #	Description	Adq. Date	Age	Cond	Cost	Estimated Current Value	Allocation
101734530000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734540000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	5	\$ 1,204.25	\$ 120.43	COMPUTER
101734550000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734560000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734570000000	PC, DELL OPTIPLEX 745 SSF			2	\$ 2,078.13	\$ 2,078.13	COMPUTER
101734590000000	PC, DELL OPTIPLEX 745 SSF			2	\$ 1,157.28	\$ 1,157.28	COMPUTER
101734620000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734640000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	3	\$ 1,204.25	\$ 120.43	COMPUTER
101734650000000	PC GX 745				\$ 1,204.25	\$ 1,204.25	COMPUTER
101734670000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734680000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734700000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734710000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734720000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734730000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734740000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734750000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734760000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101734770000000	PC, DELL OPTIPLEX 745 SSF	09/04/07	6.71	2	\$ 1,204.25	\$ 120.43	COMPUTER
101737270000000	CCTV,DVR DX8100 RECORDER SYSTEM	09/25/07	6.65	2	\$ 6,497.92	\$ 649.79	FACILITIES
101753390000000	PC, DELL OPTIPLEX 755 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101753440000000	PC, DELL OPTIPLEX 755 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101753470000000	PC, DELL OPTIPLEX 755 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101753490000000	PC, DELL OPTIPLEX 755 SSF				\$ 1,012.43	\$ 1,012.43	COMPUTER
101753550000000	PC, DELL OPTIPLEX 755 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101753560000000	PC, DELL OPTIPLEX 755 SSF			2	\$ 1,012.43	\$ 1,012.43	COMPUTER
101753720000000	PC, DELL OPTIPLEX 755 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101753780000000	PC, DELL OPTIPLEX 755 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101754410000000	D.V.R. PELCO	04/22/08	6.08	3	\$ 5,183.75	\$ 518.38	FACILITIES
101758930000000	PC, DELL OPTIPLEX 755 MINI TOWER	06/03/08	5.96	2	\$ 1,177.00	\$ 117.70	COMPUTER
101758990000000	PC, DELL OPTIPLEX 755 MINI TOWER	06/03/08	5.96	2	\$ 1,177.00	\$ 117.70	COMPUTER
101770890000000	PC, DELL OPTIPLEX 755 SFF	06/18/08	5.92	2	\$ 1,177.00	\$ 117.70	COMPUTER
101770940000000	PC, DELL OPTIPLEX 755 SFF	06/18/08	5.92	2	\$ 1,177.00	\$ 117.70	COMPUTER
101770950000000	PC, DELL OPTIPLEX 755 SFF	06/18/08	5.92	2	\$ 1,177.00	\$ 117.70	COMPUTER
101770960000000	PC, DELL OPTIPLEX 755 SFF	06/18/08	5.92	2	\$ 1,177.00	\$ 117.70	COMPUTER
101770970000000	PC, DELL OPTIPLEX 755 SFF	06/18/08	5.92	2	\$ 1,177.00	\$ 117.70	COMPUTER
101770980000000	PC, DELL OPTIPLEX 755 SFF	06/18/08	5.92	2	\$ 1,177.00	\$ 117.70	COMPUTER
101777520000000	DISHWASHER, HOBART CONVEYER TYPE W/2STEEL VEN	08/27/08	5.73	2	\$ 17,334.45	\$ 1,733.45	FACILITIES
101784670000000	PC, DELL OPTIPLEX 755 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101784680000000	PC, DELL OPTIPLEX 755 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101784690000000	PC, DELL OPTIPLEX 755 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101784720000000	PC, DELL OPTIPLEX 755 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101784730000000	PC, DELL OPTIPLEX 755 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101785600000000	TODDLER TREE FORT	09/30/08	5.64	2	\$ 5,424.45	\$ 542.45	FACILITIES
101785610000000	TODDLER CLUBHOUSE	09/30/08	5.64	2	\$ 7,962.91	\$ 796.29	FACILITIES

Recommended Fixed Assets to Donate  
to New Head Start Grantee with Reverter

**Exhibit "A"**  
**Facilities Inventory**

Asset #	Description	Adq. Date	Age	Cond	Cost	Estimated Current Value	Allocation
101785620000000	INFANT FUN CENTER	09/30/08	5.64	2	\$ 9,498.81	\$ 949.88	FACILITIES
101789470000000	PRINTER, HP LASERJET P4015		5.00	6	\$ 1,678.00	\$ 167.80	COMPUTER
101794240000000	PC, DELL OPTIPLEX 760	04/14/09	5.10	2	\$ 1,081.49	\$ 108.15	COMPUTER
101794250000000	PC, DELL OPTIPLEX 760	04/14/09	5.10	2	\$ 1,081.49	\$ 108.15	COMPUTER
101794260000000	PC, DELL OPTIPLEX 760	04/14/09	5.10	2	\$ 1,081.49	\$ 108.15	COMPUTER
101794270000000	PC, DELL OPTIPLEX 760	04/14/09	5.10	2	\$ 1,081.49	\$ 108.15	COMPUTER
101794290000000	PC, DELL OPTIPLEX 760				\$ 1,081.49	\$ 1,081.49	COMPUTER
101794300000000	PC, DELL OPTIPLEX 760				\$ 1,081.49	\$ 1,081.49	COMPUTER
101794310000000	PC, DELL OPTIPLEX 760				\$ 1,081.49	\$ 1,081.49	COMPUTER
101794320000000	PC, DELL OPTIPLEX 760			2	\$ 1,081.49	\$ 1,081.49	COMPUTER
101794340000000	PC, DELL OPTIPLEX 760	04/14/09	5.10	2	\$ 1,081.49	\$ 108.15	COMPUTER
101794350000000	PC, DELL OPTIPLEX 760	04/14/09	5.10	2	\$ 1,081.49	\$ 108.15	COMPUTER
101794360000000	PC, DELL OPTIPLEX 760	04/14/09	5.10	2	\$ 1,081.49	\$ 108.15	COMPUTER
101794370000000	PC, DELL OPTIPLEX 760	04/14/09	5.10	2	\$ 1,081.49	\$ 108.15	COMPUTER
101794390000000	PC, DELL OPTIPLEX 760	04/14/09	5.10	2	\$ 1,081.49	\$ 108.15	COMPUTER
101794420000000	PC GX760				\$ 1,081.49	\$ 1,081.49	COMPUTER
101794440000000	PC GX 620				\$ 1,081.45	\$ 1,081.45	COMPUTER
101794460000000	PC, GX760				\$ 1,081.49	\$ 1,081.49	COMPUTER
101797940000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101797950000000	PC, DELL OPTIPLEX 755 SSF				\$ 1,012.43	\$ 1,012.43	COMPUTER
101798080000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101798100000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101798140000000	PC, DELL OPTIPLEX 760 SSF				\$ 1,012.43	\$ 1,012.43	COMPUTER
101798190000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101798250000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101798260000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101798310000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101798320000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101798370000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101798470000000	PRINTER, HP LASERJET P4015	05/19/09	5.01	2	\$ 1,678.00	\$ 167.80	COMPUTER
101798480000000	PRINTER, HP LASERJET P4015	05/19/09	5.01	4	\$ 1,678.00	\$ 167.80	COMPUTER
101798490000000	PRINTER, HP LASERJET P4015	05/19/09	5.01	2	\$ 1,678.00	\$ 167.80	COMPUTER
101798510000000	PRINTER, HP LASERJET P4015	05/19/09	5.01	2	\$ 1,678.00	\$ 167.80	COMPUTER
101798530000000	PRINTER, HP LASERJET P4015	05/19/09	5.01	2	\$ 1,678.00	\$ 167.80	COMPUTER
101798540000000	PRINTER, HP LASERJET P4015	05/19/09	5.01	6	\$ 1,678.00	\$ 167.80	COMPUTER
101798550000000	PRINTER, HP LASERJET P4015	05/19/09	5.01	2	\$ 1,678.00	\$ 167.80	COMPUTER
101798560000000	PRINTER, HP4015TN				\$ 1,650.00	\$ 1,650.00	COMPUTER
101798570000000	PRINTER, HP4015TN				\$ 1,650.00	\$ 1,650.00	COMPUTER
101798580000000	PRINTER, HP LASERJET P4015	05/19/09	5.01	2	\$ 1,678.00	\$ 167.80	COMPUTER
101798590000000	PRINTER, HP LASERJET 4115TN				\$ 1,650.00	\$ 1,650.00	COMPUTER
101798600000000	PRINTER, HP LASERJET P4015	05/19/09	5.01	1	\$ 1,678.00	\$ 167.80	COMPUTER
101798610000000	PRINTER, HP LASERJET P4015	05/19/09	5.01	2	\$ 1,678.00	\$ 167.80	COMPUTER
101822180000000	WELCH ALLYN SURESIGHT VISION SCREENER	05/28/10	3.98	2	\$ 4,356.00	\$ 435.60	PROGRAM
101822190000000	WELCH ALLYN SURESIGHT HEARING SCREENING	05/28/10	3.98	2	\$ 3,297.00	\$ 329.70	PROGRAM
101822200000000	WELCH ALLYN SURESIGHT HEARING SCREENING	05/28/10	3.98	2	\$ 3,297.00	\$ 329.70	PROGRAM

*[Signature]* 05/09/14



Recommended Fixed Assets to Donate  
to New Head Start Grantee with Reverter

Exhibit "A"  
Facilities Inventory

Asset #	Description	Adq. Date	Age	Cond	Cost	Estimated Current Value	Allocation
101822210000000	WELCH ALLYN SURESIGHT HEARING SCREENING	05/28/10	3.98	2	\$ 3,297.00	\$ 329.70	PROGRAM
101827900000000	MEAT SLICER, CHEFMATE	07/29/10	3.81	2	\$ 3,264.00	\$ 3,264.00	FACILITIES
101827910000000	FREEZER, TRUE MGF	07/29/10	3.81	2	\$ 4,644.00	\$ 4,644.00	FACILITIES
101830700000000	WELCH ALLYN SURESIGHT VISION SCREENER	08/31/10	3.72	2	\$ 4,356.00	\$ 435.60	PROGRAM
101837930000000	SUMMIT CLIMBER	09/30/10	3.64	1	\$ 35,325.44	\$ 35,325.44	FACILITIES
101837940000000	SUMMIT CLIMBER	09/30/10	3.64	2	\$ 24,334.12	\$ 24,334.12	FACILITIES
101860930000000	BUFFETT HOT FOOD, ELECTRIC	06/03/11	2.96	2	\$ 2,165.80	\$ 2,165.80	FACILITIES
101860940000000	METRO C5-1 SERIES NON-INSULATED HEATING HOLDING	06/03/11	2.96	2	\$ 2,599.10	\$ 2,599.10	FACILITIES
101879230000000	SREENER&HEARING&VISION KIT, 140 SERIES	03/28/12	2.15	2	\$ 9,050.00	\$ 905.00	PROGRAM
101884530000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101884590000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101884620000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101884630000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101884680000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101884700000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101884720000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101884730000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101884780000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101884790000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101884830000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101884850000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101884890000000	PC, DELL OPTIPLEX 760 SSF				\$ 1,012.43	\$ 1,012.43	COMPUTER
101884900000000	PC, DELL OPTIPLEX 760 SSF			1	\$ 1,012.43	\$ 1,012.43	COMPUTER
101887980000000	INSULATED HEATING CABINET, METRO,C519-PFC-U	09/24/09	4.65	2	\$ 1,852.09	\$ 1,852.09	FACILITIES
F04197000000000	LETTERING SYSTEM,MERLIN EXPRES	07/01/88	25.90	3	\$ 1,095.00	\$ 109.50	FACILITIES
F09568000000000	FLEETWOOD MEAT SLICER-12 MDL#	08/14/89	24.78	3	\$ 1,195.00	\$ 119.50	FACILITIES
G08754000000000	SOILED DISH TABLE 96X24	07/09/90	23.88	3	\$ 1,200.00	\$ 120.00	FACILITIES
G08756000000000	CLEAN DISH TABLE 96X24	07/09/90	23.88	3	\$ 1,200.00	\$ 120.00	FACILITIES
G08761000000000	KETTLE,20 GAL STEAM, GROEN	09/28/90	23.66	3	\$ 3,500.00	\$ 350.00	FACILITIES
G08762000000000	MIXER,FLOOR MOUNTED HOBART 600	07/09/90	23.88	2	\$ 3,500.00	\$ 350.00	FACILITIES
G08765000000000	PREPARATION TABLE,STAINLESS ST	07/09/90	23.88	2	\$ 1,000.00	\$ 100.00	FACILITIES
G08766000000000	PREPARATION TABLE,STAINLESS ST	07/09/90	23.88	3	\$ 1,000.00	\$ 100.00	FACILITIES
J06291000000000	S/S DOUBLE SINK	08/08/91	22.80	3	\$ 2,000.00	\$ 200.00	FACILITIES
J06313000000000	S/S TABLE W/SHELVING UNIT	09/11/91	22.70	3	\$ 1,200.00	\$ 120.00	FACILITIES
J06315000000000	S/S SINK, TRIPLE	09/11/91	22.70	2	\$ 1,500.00	\$ 150.00	FACILITIES
J06316000000000	S/S SINK, DOUBLE	09/11/91	22.70	2	\$ 1,200.00	\$ 120.00	FACILITIES
J07785000000000	HOT FOOD BOX W/DOLLY	11/22/91	22.51	4	\$ 1,173.00	\$ 117.30	FACILITIES
J08556000000000	PLAY STRUCTURE W/3 SLIDES	11/21/91	22.51		\$ 7,848.78	\$ 784.88	FACILITIES
J08559000000000	ADVENTURE SWING SET	11/21/91	22.51	3	\$ 1,156.70	\$ 115.67	FACILITIES
J08719000000000	MIXER STD EQUIP S/S BOWLBEATER	03/04/92	22.22	2	\$ 2,450.00	\$ 245.00	FACILITIES
K03189000000000	ADVENTURE SWING	04/19/93	21.10	3	\$ 1,060.65	\$ 106.07	FACILITIES
K05104000000000	OUTDOOR ACTIVITY CENTER	03/11/99	15.20	3	\$ 6,174.49	\$ 617.45	FACILITIES
K05119000000000	JUNGLE GYM W/BRIDGE & SLIDES	09/30/93	20.65	3	\$ 23,024.79	\$ 2,302.48	FACILITIES
K05331000000000	BELT SWING, 8' BEAM, 6 SWINGS	09/30/93	20.65	3	\$ 1,014.30	\$ 101.43	FACILITIES
K07193000000000	DISHWASHER, HOBART LX	04/06/94	20.13	3	\$ 2,209.75	\$ 220.98	FACILITIES

05/09/14

Recommended Fixed Assets to Donate  
to New Head Start Grantee with Reverter

Exhibit "A"  
Facilities Inventory

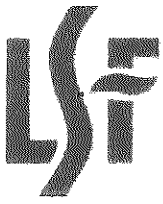
Asset #	Description	Adq. Date	Age	Cond	Cost	Estimated Current Value	Allocation
M02536000000000	ELECTRIC STEAM TABLE (DUKE)	04/26/95	19.08	3	\$ 2,308.00	\$ 230.80	FACILITIES
TOTALS					\$735,860.56	\$208,225.56	

Cost of Donated  
Assets

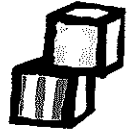
Estimated Current  
Value of Donated  
Assets

*[Handwritten signature]*  
05/09/14

Condition Code:  
1 = New  
2 = Good  
3 = Fair  
4 = Poor  
5 = Broken  
6 = Broken Beyond Repair



**Lutheran Services Florida, Inc.**  
**Pinellas Head Start / Early Head Start**  
2210 Tall Pines Drive, Suite 220, Largo, FL 33771  
Phone (727)547-5900 Fax (727)535-6304



April 21, 2014

Palm Beach County  
c/o Audrey Wolf,  
Director, Facilities Development & Operations Department  
2633 Vista Parkway  
West Palm Beach, Florida 33411-5603

Re: Donation of Personal Property

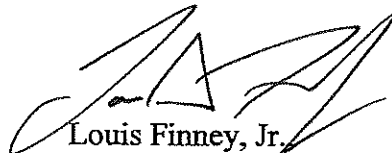
Dear Ms. Wolf:

In conjunction with the seven (7) leases that Lutheran Services Florida, Inc. ("LSF") will enter into with Palm Beach County (the "Leases"), LSF hereby requests that the County donate to LSF, in accordance with the attached Donation Agreement, the personal property described in the Donation Agreement. LSF needs the personal property to operate its Head Start program in the premises subject to the Leases and would not be able to do so without the donation.

We greatly appreciate the County's assistance with this request.

Very truly yours,

LUTHERAN SERVICES FLORIDA, INC.

  
Louis Finney, Jr.  
Vice President

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
---	---------------------	------

location 0063

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101318130000000	REFRIGERATOR,COMM,SUBZERO 601R	6	3	
101318140000000	FREEZER,COMM,SUBZEERO 601F	6	3	
101366880000000	PLAYSTRUCTURE EXPLORER W/SWING	6	2	
101440290000000	MILK COOLER, 16 CASE CAPACITY	6	3	
101516260000000	PC, DELL GX260S OPTIPLEX	6	3	
101643900000000	PC, DELL OPTIPLEX GX280	6	3	
101668260000000	FRONT SIDE BUS, DELL FOR POWEREDGE SC430	6	2	
101668350000000	FILE SERVER COKFV91	6		
101734250000000	PC, DELL OPTIPLEX 745 SSF	6	2	

REASON CODES

1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

CONDITION CODES

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

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT		APPROVAL - FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <u>Jennifer E. Cuellar</u>	DATE <u>5/7/14</u>	COORDINATOR <u>[Signature]</u>	DATE <u>05/09/14</u>
INVENTORY OFFICER <u>[Signature]</u>	DATE <u>5/7/14</u>	MANAGER <u>[Signature]</u>	DATE <u>                    </u>
CUSTODIAN <u>[Signature]</u>	DATE <u>5/7/14</u>	COUNTY ADMINISTRATION <u>                    </u>	DATE <u>                    </u>

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
---	---------------------	------

location 0063

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101734270000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101734280000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101734300000000	PC, DELL OPTIPLEX 745 SSF	6	1	
101734260000000	PC, DELL OPTIPLEX GX 110	6	2	
101753560000000	PC, DELL OPTIPLEX 755 SSF	6	2	
101798600000000	PRINTER, HP LASERJET P4015	6	1	
101837940000000	SUMMIT CLIMBER	6	2	
101887980000000	INSULATED HEATING CABINET, METRO,C519-PFC-U	6	2	
101753490000000	PC, DELL OPTIPLEX 755 SSF	6		
101734290000000	PC, DELL OPTIPLEX 745 SSF	6		

REASON CODES

1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation

CONDITION CODES

1-NEW      2- GOOD      3- FAIR      4- POOR      5- BROKEN/SERVICEABLE      6- BROKEN/BEYOND REPAIR      7-OTHER \_\_\_\_\_ (SPECIFY)

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT

ORIGINATOR *Jennifer E Ciullo*  
INVENTORY OFFICER \_\_\_\_\_  
CUSTODIAN *[Signature]*

DATE 5/7/14  
DATE \_\_\_\_\_  
DATE 5/7/14

APPROVAL - FIXED ASSETS MANAGEMENT OFFICE

COORDINATOR *[Signature]* DATE 05/07/14  
MANAGER \_\_\_\_\_ DATE \_\_\_\_\_  
COUNTY ADMINISTRATION \_\_\_\_\_ DATE \_\_\_\_\_

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Rev 2/1/2013

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS



OFMB/FINANCIAL MANAGEMENT DIVISION

PALM BEACH COUNTY

FIXED ASSETS MANAGEMENT OFFICE

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
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location 0633

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101884720000000	PC, DELL OPTIPLEX 760 SSF	6		
101884890000000	PC, DELL OPTIPLEX 760 SSF	6		
101794460000000	PC, GX760	6		

**REASON CODES**  
1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation

**CONDITION CODES**  
1-NEW      2- GOOD      3- FAIR      4- POOR      5- BROKEN/SERVICEABLE      6- BROKEN/BEYOND REPAIR      7-OTHER \_\_\_\_\_ (SPECIFY)

**COMMENTS**

APPROVAL-ORIGINATING DEPARTMENT	APPROVAL - FIXED ASSETS MANAGEMENT OFFICE
ORIGINATOR <u>[Signature]</u> DATE <u>5/7/14</u>	COORDINATOR <u>[Signature]</u> DATE <u>05/08/14</u>
INVENTORY OFFICER _____ DATE _____	MANAGER _____ DATE _____
CUSTODIAN <u>[Signature]</u> DATE <u>5/7/14</u>	COUNTY ADMINISTRATION _____ DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
---	---------------------	------

location 0081

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101059830000000	SINK,STAINSTEEL,TRIPLE	6	3	
101529960000000	PRINTER, HP 2200DTN	6	2	
101401600000000	PRINTER, HP LASERJET 2200DTN	6	3	
101506990000000	PRINTER, HP 4100TN	6	6	
101630380000000	PC, DELL OPTIPLEX SX280	6	6	
101630390000000	PC, DELL OPTIPLEX SX280	6	6	
101672110000000	DELL PC	6	6	
101693860000000	VULCAN RANGE	6	2	
101693870000000	DISHWASHER,HOBART LXI	6	2	
101693890000000	REFRIGERATOR TRUE T-23	6	2	

REASON CODES

1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation

CONDITION CODES

1-NEW      2- GOOD      3- FAIR      4- POOR      5- BROKEN/SERVICEABLE      6- BROKEN/BEYOND REPAIR      7-OTHER \_\_\_\_\_ (SPECIFY)

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT

ORIGINATOR [Signature]  
INVENTORY OFFICER [Signature]  
CUSTODIAN [Signature]

DATE 5/7/14  
DATE \_\_\_\_\_  
DATE 5/7/14

APPROVAL - FIXED ASSETS MANAGEMENT OFFICE

COORDINATOR [Signature] DATE 5/5/14  
MANAGER \_\_\_\_\_ DATE \_\_\_\_\_  
COUNTY ADMINISTRATION \_\_\_\_\_ DATE \_\_\_\_\_

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION

FIXED ASSETS MANAGEMENT OFFICE

Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
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location 0081

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101693900000000	MILK COOLER SM58N	6	2	
101693910000000	HOT TABLE-VOLLRATH #38044	6	2	
101693920000000	CABINET FLAVOR VIEW,METRO C175-C8N	6	2	
101734620000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101734680000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101734670000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101758990000000	PC, DELL OPTIPLEX 755 mini tower	6	2	
101734700000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101734710000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101734720000000	PC, DELL OPTIPLEX 745 SSF	6	2	

REASON CODES

1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

CONDITION CODES

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

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT

ORIGINATOR [Signature]

DATE 5/7/14

INVENTORY OFFICER [Signature]

DATE

CUSTODIAN [Signature]

DATE 5/7/14

APPROVAL - FIXED ASSETS MANAGEMENT OFFICE

COORDINATOR [Signature] DATE 05/05/14

MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

COUNTY ADMINISTRATION \_\_\_\_\_ DATE \_\_\_\_\_

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REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
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locatio 0081

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101794320000000	PC, DELL OPTIPLEX 760	6	2	
101794340000000	PC, DELL OPTIPLEX 760	6	2	
101794350000000	PC, DELL OPTIPLEX 760	6	2	
101794360000000	PC, DELL OPTIPLEX 760	6	2	
101794370000000	PC, DELL OPTIPLEX 760	6	2	
101794390000000	PC, DELL OPTIPLEX 760	6	2	
101798490000000	PRINTER, HP LASERJET P4015	6	2	
101798510000000	PRINTER, HP LASERJET P4015	6	2	

**REASON CODES**  
1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

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

**COMMENTS**

APPROVAL-ORIGINATING DEPARTMENT		APPROVAL - FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <u>Annif E Cuillo</u>	DATE <u>5/7/14</u>	COORDINATOR <u>[Signature]</u>	DATE <u>05/09/14</u>
INVENTORY OFFICER <u>[Signature]</u>	DATE _____	MANAGER _____	DATE _____
CUSTODIAN <u>[Signature]</u>	DATE <u>5/7/14</u>	COUNTY ADMINISTRATION _____	DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
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location 0081

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101798530000000	PRINTER, HP LASERJET P4015	6	2	
101798550000000	PRINTER, HP LASERJET P4015	6	2	
101798580000000	PRINTER, HP LASERJET P4015	6	2	
101822180000000	WELCH ALLYN SURESIGHT VISION SCREENER	6	2	
101884850000000	PC, DELL OPTIPLEX 760 SSF	6	1	
101798100000000	PC, DELL OPTIPLEX 760 SSF	6	1	
J08559000000000	ADVENTURE SWING SET	6	3	
101502260000000	PLAYGROUND EQUIPMENT	6	2	
J0855600000000	PLAY STRUCTURE WITH 3 SLIDES	6		

**REASON CODES**  
1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

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

**COMMENTS**

APPROVAL-ORIGINATING DEPARTMENT		APPROVAL - FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <u>[Signature]</u>	DATE <u>5/7/14</u>	COORDINATOR <u>[Signature]</u>	DATE <u>05/09/14</u>
INVENTORY OFFICER <u>[Signature]</u>	DATE _____	MANAGER _____	DATE _____
CUSTODIAN <u>[Signature]</u>	DATE <u>5/7/14</u>	COUNTY ADMINISTRATION _____	DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION

FIXED ASSETS MANAGEMENT OFFICE

Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
---	---------------------	------

location 0081

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101693850000000	PLAYGROUND EQUIPMENT	6	3	
101785600000000	TODDLER TREE FORT	6	2	
101785610000000	TODDLER CLUBHOUSE	6	2	
101785620000000	INFANT FUN CENTER	6	2	
101822200000000	WELCH ALLYN SURESIGHT HEARING SCREENING	6		

REASON CODES

1-OBSOLETE	2- MISSING	3-TRADE-IN	4-SCRAP	5-STOLEN	6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)
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CONDITION CODES

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

APPROVAL-ORIGINATING DEPARTMENT		APPROVAL - FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <u>[Signature]</u>	DATE <u>5/2/14</u>	COORDINATOR <u>[Signature]</u>	DATE <u>05/09/14</u>
INVENTORY OFFICER <u>[Signature]</u>	DATE _____	MANAGER _____	DATE _____
CUSTODIAN <u>[Signature]</u>	DATE <u>5/9/14</u>	COUNTY ADMINISTRATION _____	DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
---	---------------------	------

location 0098

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101453440000000	CABINET, MOBILE HEATER-REACHIN	6	2	
101453460000000	SINK, THREE COMPARTMENT	6	2	
101504640000000	PLAYGROUND EQUIPMENT	6	3	
101734310000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101734320000000	PC, DELL OPTIPLEX 745 SSF	6	5	
101734330000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101734340000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101770940000000	PC, DELL OPTIPLEX 755 SFF	6	2	
101770950000000	PC, DELL OPTIPLEX 755 SFF	6	2	
101770960000000	PC, DELL OPTIPLEX 755 SFF	6	2	

REASON CODES

1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

CONDITION CODES

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

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT

ORIGINATOR *James E. Cuiello*      DATE 5/7/14  
INVENTORY OFFICER \_\_\_\_\_      DATE \_\_\_\_\_  
CUSTODIAN *Chad White*      DATE 5/7/14

APPROVAL - FIXED ASSETS MANAGEMENT OFFICE

COORDINATOR *Frank*      DATE 05/09/14  
MANAGER \_\_\_\_\_      DATE \_\_\_\_\_  
COUNTY ADMINISTRATION \_\_\_\_\_      DATE \_\_\_\_\_

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REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
---	---------------------	------

location 0098

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101770970000000	PC, DELL OPTIPLEX 755 SFF	6	2	
101770980000000	PC, DELL OPTIPLEX 755 SFF	6	2	
101798470000000	PRINTER, HP LASERJET P4015	6	2	
101837930000000	SUMMIT CLIMBER	6	1	
101798080000000	PC, DELL OPTIPLEX 760 SSF	6	1	
101798260000000	PC, DELL OPTIPLEX 760 SSF	6	1	
101753550000000	PC, DELL OPTIPLEX 755 SSF	6	1	
101798320000000	PC, DELL OPTIPLEX 760 SSF	6	1	
K05104000000000	OUTDOOR ACTIVITY CENTER	6	3	
K071930000000000	DISHWASHER, HOBART LX	6	3	

**REASON CODES**  
1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

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

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT		APPROVAL - FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <u>Jennifer &amp; Cuellar</u>	DATE <u>5/2/14</u>	COORDINATOR <u>[Signature]</u>	DATE <u>05/09/14</u>
INVENTORY OFFICER <u>[Signature]</u>	DATE _____	MANAGER _____	DATE _____
CUSTODIAN <u>[Signature]</u>	DATE <u>5/2/14</u>	COUNTY ADMINISTRATION _____	DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
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location 0147

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITIO N CODE	FAMO UPDATE REFERENCE
101830700000000	WELCH ALLYN SURESIGHT VISION SCREENER	6	2	
101879230000000	SREENER&HEARING&VISION KIT, 140 SERIES	6	2	

**REASON CODES**  
1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

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

**COMMENTS**

APPROVAL-ORIGINATING DEPARTMENT		APPROVAL - FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <u><i>Dennis E. Cuillo</i></u>	DATE <u>5/17/14</u>	COORDINATOR <u><i>[Signature]</i></u>	DATE <u>05/09/14</u>
INVENTORY OFFICER <u><i>[Signature]</i></u>	DATE _____	MANAGER _____	DATE _____
CUSTODIAN <u><i>[Signature]</i></u>	DATE <u>5/7/14</u>	COUNTY ADMINISTRATION _____	DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start location 0162	CUSTODIAN CODE 5531	DATE
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ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101086300000000	FREEZER TRUE	6	3	
101427430000000	CABINET,STAINLESS,PORABLE, HM2000	6	3	
101607930000000	MILK COOLER,BEVERAGE AIR,16CAP	6	3	
101607940000000	FREEZER, CONTINENTAL 2-DOOR REACH-IN	6	3	
101607970000000	OVEN, IMPERIAL CONVECTION, GAS	6	3	
101608090000000	REFRIGERATOR, CONTINENTAL 2-DOOR REACH-IN	6	3	
101734570000000	OVEN, IMPERIAL CONVECTION, GAS	6	3	
101657960000000	RANGE, 36" IMPERIAL, GAS,	6	3	
101734590000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101607920000000	FREEZER, CONTINENTAL 2-DOOR REACH-IN			

**REASON CODES**  
1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

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

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT	APPROVAL - FIXED ASSETS MANAGEMENT OFFICE
ORIGINATOR <u>[Signature]</u> DATE <u>5/7/14</u>	COORDINATOR <u>[Signature]</u> DATE <u>05/09/14</u>
INVENTORY OFFICER <u>[Signature]</u> DATE <u>5/7/14</u>	MANAGER _____ DATE _____
CUSTODIAN <u>[Signature]</u> DATE <u>5/7/14</u>	COUNTY ADMINISTRATION _____ DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
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location 0162				
ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101668490000000	FRONT SIDE BUS, DELL FOR POWEREDGE SC430	6	2	
101678620000000	CCTV SYSTEM	6	2	
101734520000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101734530000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101734540000000	PC, DELL OPTIPLEX 745 SSF	6	5	
101734550000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101734560000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101770890000000	PC, DELL OPTIPLEX 755 SFF	6	2	

REASON CODES  
1- OBSOLETE      2- MISSING      3- TRADE-IN      4- SCRAP      5- STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

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

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT		APPROVAL - FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <u>Jennifer Sciville</u>	DATE <u>5/7/14</u>	COORDINATOR <u>[Signature]</u>	DATE <u>05/09/14</u>
INVENTORY OFFICER _____	DATE _____	MANAGER _____	DATE _____
CUSTODIAN <u>Chad White</u>	DATE <u>5/7/14</u>	COUNTY ADMINISTRATION _____	DATE _____



REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start (0162)	CUSTODIAN CODE 5531	DATE
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location 0162

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101794290000000	PC, DELL OP PC, DELL OPTIPLEX 760	6		
101794310000000	PC, DELL OP PC, DELL OPTIPLEX 760	6		
101794300000000	PC, DELL OP PC, DELL OPTIPLEX 760	6		
101827900000000	MEAT SLICE/ MEAT SLICER, CHEFMATE	6	2	
101827910000000	FREEZER, TF FREEZER, TRUE MGF	6	2	
101884630000000	PC, DELL OP PC, DELL OPTIPLEX 760 SSF	6	1	
101798370000000	PC, DELL OP PC, DELL OPTIPLEX 760 SSF	6	1	
101884680000000	PC, DELL OP PC, DELL OPTIPLEX 760 SSF	6	1	

REASON CODES

1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

CONDITION CODES

1-NEW      2- GOOD      3- FAIR      4- POOR      5- BROKEN/SERVICEABLE      6- BROKEN/BEYOND REPAIR      7-OTHER \_\_\_\_\_ (SPECIFY)

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT

ORIGINATOR *James E. Ciullo*      DATE 5/7/14  
INVENTORY OFFICER *[Signature]*      DATE \_\_\_\_\_  
CUSTODIAN *[Signature]*      DATE 5/7/14

APPROVAL - FIXED ASSETS MANAGEMENT OFFICE

COORDINATOR *[Signature]*      DATE 05/09/14  
MANAGER \_\_\_\_\_      DATE \_\_\_\_\_  
COUNTY ADMINISTRATION \_\_\_\_\_      DATE \_\_\_\_\_

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REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION

FIXED ASSETS MANAGEMENT OFFICE

Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
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location 0162

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITIO N CODE	FAMO UPDATE REFERENCE
F09568000000000	FLEETWOOD MEAT SLICER-12 MDL#	6	3	
G08754000000000	SOILED DISH TABLE 96X24	6	3	
G08756000000000	CLEAN DISH TABLE 96X24	6	3	
G08761000000000	KETTLE,20 GAL STEAM, GROEN	6	3	
G08762000000000	MIXER,FLOOR MOUNTED HOBART 600	6	2	
G08765000000000	PREPARATION TABLE,STAINLESS ST	6	2	
G08766000000000	PREPARATION TABLE,STAINLESS ST	6	3	
J06313000000000	S/S TABLE W/SHELVING UNIT	6	3	
J06315000000000	S/S SINK, TRIPLE	6	2	
J06316000000000	S/S SINK, DOUBLE	6	2	

REASON CODES

1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

CONDITION CODES

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

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT

ORIGINATOR Juanita E. Cuillo

DATE 5/7/14

INVENTORY OFFICER

DATE

CUSTODIAN [Signature]

DATE 5/7/14

APPROVAL - FIXED ASSETS MANAGEMENT OFFICE

COORDINATOR [Signature] DATE 05/09/14

MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

COUNTY ADMINISTRATION \_\_\_\_\_ DATE \_\_\_\_\_

DISTRIBUTION: ORIGINAL WITH SIGNATURES-FAMO

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Rev 2/1/2013

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
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location 0162

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITIO N CODE	FAMO UPDATE REFERENCE
J07785000000000	HOT FOOD BOX W/DOLLY	6	4	
J08719000000000	MIXER STD EQUIP S/S BOWLBEATER	6	2	
M02536000000000	ELECTRIC STEAM TABLE (DUKE)	6	3	

REASON CODES  
1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

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

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT	APPROVAL - FIXED ASSETS MANAGEMENT OFFICE
ORIGINATOR <u>[Signature]</u> DATE <u>5/7/14</u>	COORDINATOR <u>[Signature]</u> DATE <u>05/09/14</u>
INVENTORY OFFICER _____ DATE _____	MANAGER _____ DATE _____
CUSTODIAN <u>[Signature]</u> DATE <u>5/7/14</u>	COUNTY ADMINISTRATION _____ DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
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location 0233

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITIO N CODE	FAMO UPDATE REFERENCE
101070220000000	BELTSWING SET,SMALL	6	3	
101250380000000	HEATED CABINET,METRO	6	1	
101324310000000	MILK COOLER, DUAL ACCESS	6	1	
101504630000000	PLAYGROUND EQUIPMENT	6	3	
101734360000000	PC, DELL OPTIPLEX 745 SSF	6	4	
101798480000000	PRINTER, HP LASERJET P4015	6	4	
101753720000000	PC, DELL OPTIPLEX 755 SSF	6	1	
101753390000000	PC, DELL OPTIPLEX 755 SSF	6	1	
101753470000000	PC, DELL OPTIPLEX 755 SSF	6	1	
101797940000000	PC, DELL OPTIPLEX 760 SSF	6	1	

REASON CODES  
1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

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

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT	APPROVAL - FIXED ASSETS MANAGEMENT OFFICE
ORIGINATOR <u>[Signature]</u> DATE <u>5/2/14</u>	COORDINATOR <u>[Signature]</u> DATE <u>05/09/14</u>
INVENTORY OFFICER <u>[Signature]</u> DATE _____	MANAGER _____ DATE _____
CUSTODIAN <u>[Signature]</u> DATE <u>5/2/14</u>	COUNTY ADMINISTRATION _____ DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE

Form # 3

DEPARTMENT/DIVISION NAME: <b>Community Services/Head Start</b>	CUSTODIAN CODE <b>5531</b>	DATE
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location 0631

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101440300000000	MILK COOLER,BEVERAGE AIR 16CAP	6	3	
101668290000000	FRONT SIDE BUS, DELL FOR POWEREDGE SC430	6	2	
101684510000000	PLAYGROUND EQUIPMENT	6	2	
101734640000000	PC, DELL OPTIPLEX 745 SSF	6	3	
101754410000000	D.V.R. PELCO	6	3	
101794240000000	PC, DELL OPTIPLEX 760	6	2	
101794250000000	PC, DELL OPTIPLEX 760	6	2	
101794260000000	PC, DELL OPTIPLEX 760	6	2	
101794270000000	PC, DELL OPTIPLEX 760	6	2	
101798540000000	PRINTER, HP LASERJET P4015	6	6	

**REASON CODES**  
1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: **BCC Approval of Head Start Grant Contingent Donation** (SPECIFY)

**CONDITION CODES**  
1-NEW      2- GOOD      3- FAIR      4- POOR      5- BROKEN/SERVICEABLE      6- BROKEN/BEYOND REPAIR      7-OTHER \_\_\_\_\_ (SPECIFY)

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT	APPROVAL - FIXED ASSETS MANAGEMENT OFFICE
ORIGINATOR <u>[Signature]</u> DATE <u>5/7/14</u>	COORDINATOR <u>[Signature]</u> DATE <u>05/09/14</u>
INVENTORY OFFICER <u>[Signature]</u> DATE _____	MANAGER _____ DATE _____
CUSTODIAN <u>[Signature]</u> DATE <u>5/7/14</u>	COUNTY ADMINISTRATION _____ DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
---	---------------------	------

location 0631

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101860940000000	METRO C5-1 SERIES NON-INSULATED HEATING HOLDING CABINET	6	2	
101784690000000	PC, DELL OPTIPLEX 755 SSF	6	1	
101753780000000	PC, DELL OPTIPLEX 755 SSF	6	1	
101884620000000	PC, DELL OPTIPLEX 760 SSF	6	1	
101798310000000	PC, DELL OPTIPLEX 760 SSF	6	1	
101884590000000	PC, DELL OPTIPLEX 760 SSF	6	1	
101753440000000	PC, DELL OPTIPLEX 755 SSF	6	1	
101884780000000	PC, DELL OPTIPLEX 760 SSF	6	1	
K05119000000000	JUNGLE GYM W/BRIDGE & SLIDES	6	3	
K05331000000000	BELT SWING, 8' BEAM, 6 SWINGS	6	3	

**REASON CODES**  
1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

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

**COMMENTS**

APPROVAL-ORIGINATING DEPARTMENT		APPROVAL - FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <i>[Signature]</i>	DATE <u>5/7/14</u>	COORDINATOR <i>[Signature]</i>	DATE <u>05/09/14</u>
INVENTORY OFFICER <i>[Signature]</i>	DATE _____	MANAGER <i>[Signature]</i>	DATE _____
CUSTODIAN <i>[Signature]</i>	DATE <u>5/7/14</u>	COUNTY ADMINISTRATION	DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE

Form # 3

DEPARTMENT/DIVISION NAME: <b>Community Services/Head Start</b>	CUSTODIAN CODE <b>5531</b>	DATE
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1014

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101822190000000	WELCH ALLYN SURESIGHT HEARING SCREENING	6	2	
101822210000000	WELCH ALLYN SURESIGHT HEARING SCREENING	6	2	
F04197000000000	LETTERING SYSTEM,MERLIN EXPRES	6	3	

**REASON CODES**  
1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: **BCC Approval of Head Start Grant Contingent Donation** (SPECIFY)

**CONDITION CODES**  
1-NEW      2- GOOD      3- FAIR      4- POOR      5- BROKEN/SERVICEABLE      6- BROKEN/BEYOND REPAIR      7-OTHER \_\_\_\_\_ (SPECIFY)

**COMMENTS**

APPROVAL-ORIGINATING DEPARTMENT		APPROVAL - FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <u><i>[Signature]</i></u>	DATE <u>5/7/14</u>	COORDINATOR <u><i>[Signature]</i></u>	DATE <u>05/09/14</u>
INVENTORY OFFICER _____	DATE _____	MANAGER _____	DATE _____
CUSTODIAN <u><i>[Signature]</i></u>	DATE <u>5/7/14</u>	COUNTY ADMINISTRATION _____	DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION

FIXED ASSETS MANAGEMENT OFFICE

Form # 3

DEPARTMENT/DIVISION NAME: <b>Community Services/Head Start</b>	CUSTODIAN CODE <b>5531</b>	DATE
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1015

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITIO N CODE	FAMO UPDATE REFERENCE
101400930000000	PRINTER, HP LASERJET 4100TN	6	2	
101400940000000	PRINTER, HP LASERJET 4100TN	6	3	

REASON CODES

1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: **BCC Approval of Head Start Grant Contingent Donation** (SPECIFY)

CONDITION CODES

1-NEW      2- GOOD      3- FAIR      4- POOR      5- BROKEN/SERVICEABLE      6- BROKEN/BEYOND REPAIR      7-OTHER \_\_\_\_\_ (SPECIFY)

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT

ORIGINATOR *Demetrius C. Curren*      DATE 5/12/14  
INVENTORY OFFICER \_\_\_\_\_      DATE \_\_\_\_\_  
CUSTODIAN *Keith Whit*      DATE 5/7/14

APPROVAL - FIXED ASSETS MANAGEMENT OFFICE

COORDINATOR *[Signature]*      DATE 05/09/14  
MANAGER \_\_\_\_\_      DATE \_\_\_\_\_  
COUNTY ADMINISTRATION \_\_\_\_\_      DATE \_\_\_\_\_

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REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE

Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
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2132

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101427420000000	CABINET,PROOFING HOT BOX	6	3	
101440350000000	MILK COOLER,BEVERAGE AIR,16CAP	6	6	
101860930000000	BUFFETT HOT FOOD, ELECTRIC	6	2	
101668340000000	FRONT SIDE BUS, DELL FOR POWEREDGE SC430	6	2	
101734730000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101734740000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101734750000000	PC, DELL OPTIPLEX 745 SSF	6	2	
101734760000000	PC, DELL OPTIPLEX 745 SSF	6	2	

**REASON CODES**  
1-OBSOLETE      2- MISSING      3- TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

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

**COMMENTS**

APPROVAL-ORIGINATING DEPARTMENT		APPROVAL - FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <u>Jennifer E. Cuiello</u>	DATE <u>5/2/14</u>	COORDINATOR <u>[Signature]</u>	DATE <u>05/09/14</u>
INVENTORY OFFICER <u>[Signature]</u>	DATE _____	MANAGER <u>[Signature]</u>	DATE _____
CUSTODIAN <u>[Signature]</u>	DATE <u>5/7/14</u>	COUNTY ADMINISTRATION _____	DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION

FIXED ASSETS MANAGEMENT OFFICE

Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
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2132

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101734770000000	PC, DELL OPTIPLEX 745 SSF	6	3	
101737270000000	CCTV,DVR DX8100 RECORDER SYSTEM	6	2	
101798610000000	PRINTER, HP LASERJET P4015	6	2	
101884700000000	PC, DELL OPTIPLEX 760 SSF	6	1	
101884730000000	PC, DELL OPTIPLEX 760 SSF	6	1	
101784720000000	PC, DELL OPTIPLEX 755 SSF	6	1	
101884530000000	PC, DELL OPTIPLEX 760 SSF	6	1	
101784670000000	PC, DELL OPTIPLEX 755 SSF	6	1	
101798140000000	PC, DELL OPTIPLEX 760 SSF	6	1	
101798190000000	PC, DELL OPTIPLEX 760 SSF	6	1	

REASON CODES

1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

CONDITION CODES

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

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT

ORIGINATOR [Signature]  
INVENTORY OFFICER [Signature]  
CUSTODIAN [Signature]

DATE 5/2/14  
DATE \_\_\_\_\_  
DATE 5/2/14

APPROVAL - FIXED ASSETS MANAGEMENT OFFICE

COORDINATOR [Signature] DATE 05/09/14  
MANAGER \_\_\_\_\_ DATE \_\_\_\_\_  
COUNTY ADMINISTRATION \_\_\_\_\_ DATE \_\_\_\_\_

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REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
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2132

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101884900000000	PC, DELL OPTIPLEX 760 SSF	6	1	
101784730000000	PC, DELL OPTIPLEX 755 SSF	6	1	

REASON CODES  
1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

CONDITION CODES  
1-NEW      2- GOOD      3- FAIR      4- POOR      5- BROKEN/SERVICEABLE      6- BROKEN/BEYOND REPAIR      7-OTHER \_\_\_\_\_(SPECIFY)

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT		APPROVAL - FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <u>[Signature]</u>	DATE <u>5/7/14</u>	COORDINATOR <u>[Signature]</u>	DATE <u>05/09/14</u>
INVENTORY OFFICER <u>[Signature]</u>	DATE _____	MANAGER _____	DATE _____
CUSTODIAN <u>[Signature]</u>	DATE <u>5/7/14</u>	COUNTY ADMINISTRATION _____	DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE

Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
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3325

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101798590000000	PRINTER, HP LASERJET 4115TN	6		
101427440000000	CABINET,PROOFING HOT BOX	6	5	
101758930000000	PC, DELL OPTIPLEX 755 MINI TOWER	6	2	
101668310000000	FILE SERVER LAN-SAN	6		
101798250000000	PC, DELL OPTIPLEX 760 SSF	6	1	
101884790000000	PC, DELL OPTIPLEX 760 SSF	6	1	
101884830000000	PC, DELL OPTIPLEX 760 SSF	6	1	
101784680000000	PC, DELL OPTIPLEX 755 SSF	6	1	

**REASON CODES**  
1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

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

**COMMENTS**

APPROVAL-ORIGINATING DEPARTMENT		APPROVAL - FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <u>[Signature]</u>	DATE <u>5/2/14</u>	COORDINATOR <u>[Signature]</u>	DATE <u>05/09/14</u>
INVENTORY OFFICER <u>[Signature]</u>	DATE _____	MANAGER _____	DATE _____
CUSTODIAN <u>[Signature]</u>	DATE <u>5/2/14</u>	COUNTY ADMINISTRATION _____	DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION

FIXED ASSETS MANAGEMENT OFFICE

Form # 3

DEPARTMENT/DIVISION NAME: <b>Community Services/Head Start</b>	CUSTODIAN CODE <b>5531</b>	DATE
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3327

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101366870000000	PLAYSTRUCTURE W/TUBE & SWING	6	2	
101607890000000	IMPERIAL GAS RANGE	6	1	
101607900000000	FREEZER, CONTINENTAL 2-DOOR REACH-IN	6	5	
101607950000000	REFRIGERATOR, CONTINENTAL 2-DOOR REACH-IN	6	5	
101607960000000	MILK COOLER, TRUE	6	1	
101607990000000	DISHWASHER, HOBART, CONVEYOR TYPE	6	1	
101608000000000	EAGLE GROUP DISHTABLE, SOILED	6	2	
101608010000000	FOOD MIXER, HOBART	6	1	
101608020000000	SINK, THREE COMPARTMENT, EAGLE GROUP	6	2	
101608030000000	SINK, TWO COMPARTMENT, EAGLE GROUP	6	2	

REASON CODES

1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: **BCC Approval of Head Start Grant Contingent Donation** (SPECIFY)

CONDITION CODES

1-NEW      2- GOOD      3- FAIR      4- POOR      5- BROKEN/SERVICEABLE      6- BROKEN/BEYOND REPAIR      7-OTHER \_\_\_\_\_ (SPECIFY)

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT		APPROVAL - FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <u><i>[Signature]</i></u>	DATE <u>5/7/14</u>	COORDINATOR <u><i>[Signature]</i></u>	DATE <u>05/09/14</u>
INVENTORY OFFICER <u><i>[Signature]</i></u>	DATE _____	MANAGER _____	DATE _____
CUSTODIAN <u><i>[Signature]</i></u>	DATE <u>5/7/14</u>	COUNTY ADMINISTRATION _____	DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION

FIXED ASSETS MANAGEMENT OFFICE

Form # 3

DEPARTMENT/DIVISION NAME: <b>Community Services/Head Start</b>	CUSTODIAN CODE <b>5531</b>	DATE
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3327

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101608060000000	STEAM TABLE,DUKE	6	2	
101610680000000	DISK RECORDER 316/300 W/ EXT. UNIT PANASONIC	6	1	
101610690000000	DISK RECORDER 316/300 W/ EXT. UNIT PANASONIC	6	1	
101630740000000	FIRE ENGINE CLIMBER	6	2	
101734430000000	PC GX 745	6		
101734420000000	PC GX 745	6		
101734400000000	PC GX 745	6		
101734390000000	PC GX 745	6		
101734370000000	PC GX 745	6		

REASON CODES

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CONDITION CODES

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

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT		APPROVAL - FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <u>[Signature]</u>	DATE <u>5/2/14</u>	COORDINATOR <u>[Signature]</u>	DATE <u>05/09/14</u>
INVENTORY OFFICER <u>[Signature]</u>	DATE	MANAGER	DATE
CUSTODIAN <u>[Signature]</u>	DATE <u>5/7/14</u>	COUNTY ADMINISTRATION	DATE

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: Community Services/Head Start	CUSTODIAN CODE 5531	DATE
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3327

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101734650000000	PC GX 745	6		
101734410000000	PC GX 745	6		
101794420000000	PC GX760	6		
101653140000000	PC GX 620	6		
101734380000000	PC GX 755	6		
101672170000000	Children's Computer System	6		
101671980000000	Children's Computer System	6		

REASON CODES

1-OBSOLETE      2- MISSING      3-TRADE-IN      4-SCRAP      5-STOLEN      6- OTHER: BCC Approval of Head Start Grant Contingent Donation (SPECIFY)

CONDITION CODES

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

COMMENTS

APPROVAL-ORIGINATING DEPARTMENT		APPROVAL- FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <u>[Signature]</u>	DATE <u>5/2/14</u>	COORDINATOR <u>[Signature]</u>	DATE <u>05/09/14</u>
INVENTORY OFFICER <u>[Signature]</u>	DATE _____	MANAGER _____	DATE _____
CUSTODIAN <u>[Signature]</u>	DATE <u>5/2/14</u>	COUNTY ADMINISTRATION _____	DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION

FIXED ASSETS MANAGEMENT OFFICE

Form # 3

DEPARTMENT/DIVISION NAME: <b>Community Services/Head Start</b>	CUSTODIAN CODE <b>5531</b>	DATE
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3327

ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
101672180000000	Children's Computer System	6		
101734440000000	PC GX 745	6		
101798560000000	PRINTER, HP4015TN	6		
101798570000000	PRINTER, HP4015TN	6		
101797950000000	PC, DELL OPTIPLEX 755 SSF	6		

**REASON CODES**  
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**CONDITION CODES**  
1-NEW      2- GOOD      3- FAIR      4- POOR      5- BROKEN/SERVICEABLE      6- BROKEN/BEYOND REPAIR      7-OTHER (SPECIFY)

**COMMENTS**

APPROVAL-ORIGINATING DEPARTMENT	APPROVAL - FIXED ASSETS MANAGEMENT OFFICE
ORIGINATOR <u><i>Jennifer E. Ceillo</i></u> DATE <u>5/2/14</u>	COORDINATOR <u><i>[Signature]</i></u> DATE <u>05/09/14</u>
INVENTORY OFFICER <u><i>[Signature]</i></u> DATE _____	MANAGER _____      DATE _____
CUSTODIAN <u><i>[Signature]</i></u> DATE <u>5/2/14</u>	COUNTY ADMINISTRATION _____      DATE _____



REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION

FIXED ASSETS MANAGEMENT OFFICE

Form # 3

DEPARTMENT/DIVISION NAME: <b>Community Services/Head Start</b> 3327		CUSTODIAN CODE <b>5531</b>		DATE
ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE
J06291000000000	S/S DOUBLE S/S DOUBLE SINK	6		
K03189000000000	ADVENTURE ADVENTURE SWING	6		

**REASON CODES**  
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**CONDITION CODES**  
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**COMMENTS**

APPROVAL-ORIGINATING DEPARTMENT		APPROVAL - FIXED ASSETS MANAGEMENT OFFICE	
ORIGINATOR <u><i>[Signature]</i></u>	DATE <u>5/2/14</u>	COORDINATOR <u><i>[Signature]</i></u>	DATE <u>05/09/14</u>
INVENTORY OFFICER _____	DATE _____	MANAGER _____	DATE _____
CUSTODIAN <u><i>[Signature]</i></u>	DATE <u>5/7/14</u>	COUNTY ADMINISTRATION _____	DATE _____

REQUEST FOR AUTHORITY TO DISPOSE OF COUNTY OWNED ASSETS  
PALM BEACH COUNTY



OFMB/FINANCIAL MANAGEMENT DIVISION  
FIXED ASSETS MANAGEMENT OFFICE  
Form # 3

DEPARTMENT/DIVISION NAME: <b>Community Services/Head Start</b>		CUSTODIAN CODE <b>5531</b>		DATE
ASSET NUMBER	DESCRIPTION	CODE	CODE	FAMO UPDATE REFERENCE
101794440000000	PC,GX620	6		
101789470000000	PRINTER, HP LASERJET P4015	6		
101440320000000	MILK COOLER, BEVERAGE AIR, 16 CAP	6		
101631920000000	PLAY STRUCTURE	6		
101777520000000	DISHWASHER, HOBART CONVEYOR TYPE W/2STEEL VEN	6	2	

REASON CODES  
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CONDITION CODES  
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COMMENTS

APPROVAL-ORIGINATING DEPARTMENT	APPROVAL - FIXED ASSETS MANAGEMENT OFFICE
ORIGINATOR <u><i>Jennifer E. Ciullo</i></u>	COORDINATOR <u><i>[Signature]</i></u>
INVENTORY OFFICER <u><i>[Signature]</i></u>	DATE <u>07/09/14</u>
CUSTODIAN <u><i>[Signature]</i></u>	MANAGER _____
DATE <u>5/7/14</u>	DATE _____
DATE <u>5/8/14</u>	COUNTY ADMINISTRATION _____
	DATE _____