



July 2, 2009

AGENCY ADMIN. & FINANCE
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The Honorable Board of Supervisors
County Administration Building
1221 Oak Street
Oakland, CA 94612

Dear Board Members:

SUBJECT: Deletion of Inventoried Equipment from the Public Health Department

RECOMMENDATION:

Approve the deletion of capital assets totaling \$109,601.05 from the County Equipment Inventory for the Public Health Department, Organization #350200, in order to correctly reflect the status of the capital assets account for Public Health Department.

SUMMARY/ DISCUSSION/FINDINGS:

A thorough review by Public Health Department staff determined that the listed equipment was already sent to Property and Salvage Division but still showing in the County Equipment Inventory. It was further determined that the original Salvage Request Forms were not received by Auditor-Controller's Office. It is therefore requested that this equipment as per Attachment A be deleted, and that the department be relieved from accountability by the Board of Supervisors for these items.

FINANCIAL CONSIDERATIONS:

There is no financial impact associated with this request.

Very truly yours,

Alex K. Briscoe, Acting Director
Health Care Services Agency

AKB:vh

cc: Auditor-Controller
County Counsel

ATTACHMENT A						
Org #	Asset ID	Description	Tag #	Cost	Date sent to Salvage	Salvage Request # Form 100-6
350201	8069	Cartridge Backup Subsys	A24781	5,612.65	3/31/2006	36504
	8074	HP LX PRO	A30597	18,818.12	7/23/2004	33218
	8075	HP LX PRO	A30598	13,085.83	7/23/2004	33218
	8076	HP LX PRO	A30599	21,805.61	7/23/2004	33218
	8077	8 Port 10 Base Etherspeed	A30788	8,010.50	7/23/2004	33218
	8078	HP LHFR	A31082	8,359.33	11/1/2006	350206
	8079	HP Netserver LH4R	A31083	8,360.53	6/16/2006	16946
	8080	HP Surestore Auto loader 718	A31084	9,466.81	11/10/2006	36462
	8068	Mailing Machine	A12641	9,540.12		
		TOTAL for Org 350201		103,059.50		
350900	11392	Model NU-425-400 Cabinet		6,541.55		
		TOTAL for Org 350900		6,541.55		
		TOTAL TO BE DELETED for PHD		109,601.05		