COUNTY DEPARTMENT AGENDA REQUEST

Department:	Sheriff's Office	Presenter(s):	Captain Michelle Walker, if needed
Meeting Date:	Thursday, June 9, 2011	Type of Request:	Consent

Wording for the Agenda:

Approval of the Sheriff's Office request to authorize the Chairman to execute title documents and all other required documents related to the acquisition of a 2011 Chevrolet Tahoe which has been purchased and assigned to the Sheriff's Office Field Operations Division.

Background/History/Details:

The Fayette County Sheriff's Office has purchased one 2011 Chevrolet Tahoe utilizing Equitable Sharing Funds. This vehicle has already been assigned to the Field Operations Division.

The Chairman's signature is required for its tag and title paperwork.

What action are you seeking from the Board of Commissioners?

Approval of the Sheriff's Office request to authorize the Chairman to execute title documents and all other required documents related to the acquisition of a 2011 Chevrolet Tahoe which has been purchased and assigned to the Sheriff's Office Field Operations Division.

If this item requires funding, please describe:

The vehicle has already been purchased through Equitable Sharing Funds. No further expenses are related to this request.

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

Fayette County Sheriff's Office

WAYNE HANNAH
SHERIFF

Randall Johnson Law
Enforcement Center
155 Johnson Avenue
Fayetteville, Georgia 30214
(770) 461-6353
EMERGENCY: 9-1-1

To: Sharon Dwyer

From: Captain Michelle Walker

Date: May 25, 2011

Subject: Vehicle Tag

Please issue a Government Tag for the following vehicle, silver in color 2011 Chevrolet Tahoe VIN# , which was purchased using the Fayette County Sheriff's Office Customs Account and which will be assigned to the Fayette County Sheriff's Office Field Operations Division. Documentation is included.

FAYETTE COUNTY GOVERNMENT
FIXED ASSET CHANGE FORM

DISPOSITION CODES
TF - TO FLEET
A - AUCTION
TO - TOTALED
M - MISSING
OTH - OTHER (Please specify in COMMENTS)
TRT - DEPT. TRANSFER to _____

DEPARTMENT FAYETTE COUNTY SHERIFF'S OFFICE

REQUEST DATE May 17, 2011

ACQUISITION CODES
P - PURCHASED
D - DONATED
C - CONFISCATED
FF - FROM FLEET

TRF - DEPT. TRANSFER from _____

Condition: EX - Excellent, **GO** - Good, **PO** - Poor, or **IN** - Inoperable.

Qty.	Description	Manufacturer	Model	Serial/VIN #	Inv. Tag #	Code	Condition	I.S. Sign-off
1	2011 Patrol Vehicle (SUV	Chevrolet	Tahoe		NONE	P	NEW	

COMMENTS: The above vehicle is being added to the Fleet for Field Operations. The vehicle was purchased with Asset Forfeiture funds.

Department Signature: _____

DATE: May 17, 2011

********** **Send to Finance Department** **********

Vehicle received by Fleet Department: _____ Date: _____

Finance Use Only:
Accounting Completed _____ Date _____ Signature _____
Copy to Purchasing: Yes ( ), No ( ), N/A ( ) Date: _____

MAINTENANCE USE ONLY

WORK ORDER #	DATE STORED	LOCATION STORED

314394.doc