





CLERK OF THE BOARD

MEMORANDUM

3/14/2025

To: Auditor Controller, Capital Assets Unit

From: Valerie Sanchez, Chief Deputy Clerk of the Board 
Ronald Galang, Property Officer, Clerk of the Board Admin/Files
Management Division 

CC: Robin Stieler, Clerk of the Board of Supervisors

Subject: Request Deletion of Capital Asset Inventory and Relief of Accountability –
Asset 68674

Please delete capital asset 68674, a Sanyo projector, from the Clerk of the Board list of assets, we also ask relief of accountability for the asset.

The item was purchased in February 2004 and it was past its useful life of five (5) years and it was obsolete. The machine was no longer in working condition and it was left in the old Hall of Administration Building due to limited storage space in the new CAN building.

BOB PAGE
Registrar of Voters

Mailing Address:
P.O. Box 11298
Santa Ana, California 92711



REGISTRAR OF VOTERS
1300 South Grand Avenue, Bldg. C
Santa Ana, California 92705
(714) 567-7600
FAX (714) 567-7556
ocvote.gov

March 17, 2025

To: Auditor Controller, General Accounting Unit
From: Bob Page, Registrar of Voters
Re: Relief of Accountability for Fixed Asset Equipment

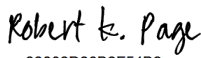
Per County Accounting Procedure FA-5, OC Registrar of Voters would like to request relief of Accountability for the following fixed asset:

69341 – Accufast KT Tabbing Machine (Mailing Labels)

Asset 69341 acquisition date was on 10/1/2005 at the cost of \$5,850.82. This item was scheduled to be picked up 11/28/22 by the surplus vendor after completing the surplus posting process. During the 2023 capital asset inventory, the asset was located. It was determined that asset was still surplus and should be sent to the surplus vendor. We believe it was picked up by the surplus vendor on 5/9/23, when they picked up a new lot of surplus furniture.

To prevent a reoccurrence the Registrar of Voters, will ensure that our internal surplus policy is followed and double checking only surplus items on the list provided to the vendor are picked up.

If you have any questions, please contact Christina Morales at (714) 567-5169 or christina.morales@ocvote.gov.

Signed by:

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Bob Page, Registrar of Voters
Orange County Registrar of Voters