



**County of El Paso
Agenda Item Details**

Item Title: Purchasing - Inventory Procedures

Submitted By: Karen Davidson, Purchasing Agent

Department: Purchasing

Department Phone Number: 915-273-3349

Subject:
Approve and authorize the transfer and removal of surplus assets from the respective departments to the Purchasing Department in compliance with Texas Local Government Code Section 262.011(j). See attachment.

Background: The departments have determined that the listed items are no longer of use and are determined to be surplus.

Fiscal Impact:
Fiscal Impact Historical
Items submitted to the Purchasing Department are old, obsolete, or no longer in use. The Purchasing Department will either transfer the item to other departments as needed or properly dispose of the item in accordance with local government code procedures.

Fiscal Impact Projected

Long Account Number: Amount:

Long Account Number: Amount:

Budget or Unbudgeted Match:

Recommendation: Approve and authorize the transfer and removal of surplus assets from the respective departments to the Purchasing Department in compliance with Texas Local Government Code Section 262.011(j).

Prior Action: N/A

Strategic Plan: Goal:

null

Objective:

Strategic Plan Information:

**Estimated Time Needed
For This Item:**