



To: **Purchasing Logistics Fixed Asset Section**

From: **BUDGET AND FISCAL POLICY**

Point of Contact: **Derek Ware/Ruth Saucedo**

Date: **01/23/2025**

Re: Items for Surplus from the **FINANCIAL RECOVERY DIVISION** to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	VIN/Serial number	Condition	Original Cost		Grants
					Asset > \$5,000		
1.	Medium Fridge	137316 ^R		Good/ Fair	No	No	
2.	Blue Cloth Chair	122210 ^R		Poor/ Damag	No	No	
3.	Blue Cloth Chair	122212 ^R		Poor/ Damag	No	No	
4.	4 Drawer Cabinet	135132		Good/ Fair	No	No	
5.	Metal Table w/Cord	9864716		Poor/ Damag	No	No	
6.	Canon Metal Cart	0032686		Good/ Fair	No	No	
7.	N/A	-----	-----	Excellent	Yes	Yes	
8.	N/A	-----	-----	Excellent	Yes	Yes	
9.	N/A	-----	-----	Excellent	Yes	Yes	
10.	N/A	-----	-----	Excellent	Yes	Yes	

Sincerely,
Derek S. Ware
Authorized Signature _____

Digitally signed by Derek S. Ware
Date: 2025.01.27 15:11:18 -07'00'

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FA 002. Transfer and Disposal-Surplus



To: **Purchasing Logistics Fixed Asset Section**

From: **COUNTY ELECTIONS DEPT**

Point of Contact: **Vanessa Ruiz**

Date: **1/22/2025**

Re: Items for Reallocation from **COUNTY ELECTIONS DEPT** to **JURY DUTY COURT**

Approve and authorize the reallocation of surplus assets from the owning Department to the gaining Department in compliance with Texas Local Government Code Section 262.011 (j). These items have been replaced or are no longer of use to the current department. (Maximum 100 items)

	Description	Barcode	VIN/Serial Number	Condition	Original Cost Asset > \$5,000	Grant
1.	CANON DESKT	175439	GX327999	Excellent	No	No
2.				Excellent	Yes	Yes
3.				Excellent	Yes	Yes
4.				Excellent	Yes	Yes
5.				Excellent	Yes	Yes
6.				Excellent	Yes	Yes
7.				Excellent	Yes	Yes
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Sincerely,

Authorized Signature

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **CRIMINAL JUSTICE COORD**

Point of Contact: **Cristoria Castrejon**

Date: **01/24/2025**

Location
9521 Socorro Rd
Suite B-1 79927

Re: Items for Surplus from the **CRIMINAL JUSTICE COORD** to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	VIN/Serial number	Condition	Original Cost		Grants
					Asset > \$5,000		
1.	Grey 3 drawer cabinet	None	None	Good/ Fair	No	No	
* 2.	Grey 5 drawer cabinet	143019	None	Good/ Fair	No	No	
3.	Tan Work desk (modern)		265469423447	Good/ Fair	No	No	
4.	Tan Work Desk (modern)			Good/ Fair	No	No	
* 5.	Tan round table	143025		Excellent	No	No	
6.				Excellent	Yes	Yes	
7.				Excellent	Yes	Yes	
8.				Excellent	Yes	Yes	
9.				Excellent	Yes	Yes	
10.				Excellent	Yes	Yes	

* GENAS

Sincerely,

Authorized Signature

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **DISTRICT CLERK**

Point of Contact: **Dalia Amezaga**

Date: **January 22, 2024**

Re: Items for Surplus from the **DISTRICT CLERK** to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	VIN/Serial number	Condition	Original Cost	
					Asset > \$5,000	Grants
1.	2007 Ford E250 Van	136534	1FTNE24L87DA35735	Good/ Fair	Yes	No
2.	Vehicle Tracker Kit	136534A01		Good/ Fair	No	No
3.				Excellent	Yes	Yes
4.				Excellent	Yes	Yes
5.				Excellent	Yes	Yes
6.				Excellent	Yes	Yes
7.				Excellent	Yes	Yes
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Sincerely,

Authorized Signature

Submit Form



To: Purchasing Logistics Fixed Asset Section

From: JUSTICE OF THE PEACE #4

Point of Contact: Alice Rosas

Date: 01/17/2025

Re: Items for Surplus from the PURCHASING DEPARTMENT to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	Serial number	Condition	Original Cost	
					Asset > \$5,000	Grants
1.	Staples Shedder	174936	FT09634444000038	Excellent	No	Yes NO
2.	Cannon DR-M160H	169678	000081332	Excellent	Yes	Yes
3.				Excellent	Yes	Yes
4.				Excellent	Yes	Yes
5.				Excellent	Yes	Yes
6.				Excellent	Yes	Yes
7.				Excellent	Yes	Yes
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Sincerely,

Authorized Signature Alice Rosas

[Signature] 01/24/25



To: **Purchasing Logistics Fixed Asset Section**

From: **JUVENILE PROBATION**

Point of Contact: **Laura E. Moreno**

Date: **01/24/2025**

Re: Items for Surplus from the **JUVENILE PROBATION** to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	VIN/Serial number	Condition	Original Cost		Grants
					Asset > \$5,000		
1.	Canon industrial Sca	182087	DR-2110 / JG300427	Poor/ Damag	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
2.	Black 5 tier Office S	173411 R	N/A	Poor/ Damag	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
3.	Black Desk-2 level	182766 R	N/A	Poor/ Damag	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
4.	Security System Net	N/A	N/A	Poor/ Damag	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
5.	2 Security System ne	N/A	N/A	Poor/ Damag	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
6.	1 large box of pc mo	N/A	N/A	Poor/ Damag	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
7.	118 I-phones/w otter	N/A	N/A	Poor/ Damag	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
8.	1small box of cell ph	N/A	N/A	Poor/ Damag	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
9.		N/A		Poor/ Damag	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
10.		N/A		Poor/ Damag	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>

Sincerely,

Authorized Signature

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **JUVENILE PROBATION**

Point of Contact: **Laura E. Moreno**

Date: **01/24/2025**

Re: Items for Surplus from the **JUVENILE PROBATION** to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

				Original Cost		
	Description	Barcode	VIN/Serial number	Condition	Asset > \$5,000	Grants
1.	Dell Monitor	127110	MX-0H6304-47605-53S-AU0	Poor/ Damag	No	No
2.	Behringer Speaker	155242 <i>R</i>	B215XL / S1204252A0T	Poor/ Damag	No	No
3.	Dell Monitor	158692 <i>R (IT)</i>	E1913c / CN-0pY7DC-64180	Poor/ Damag	No	No
4.	Dell Monitor	159825 <i>R</i>	E1913c / CN-06JX4Y-64180	Poor/ Damag	No	No
5.	Dell Monitor	172741 <i>R</i>	P2217c / CN-0G58F5-64180	Poor/ Damag	No	No
6.	HP Laptop	173555	Probook 470 G3 / 5CD64376S	Poor/ Damag	No	No
7.	PRINTER OFFICE	178824 <i>R</i>	OfficeJet Pro 8710 / CN832BV	Poor/ Damag	No	No
8.	Canon office Scanner	180480	Canon DR M260/ HG305206	Poor/ Damag	No	No
9.	Dell Laptop	185937	Latitude 3510 / FCX0ZZ2	Poor/ Damag	No	No
10.	HP Printer	167232	LaserJet 700 M712 / CNDCG	Poor/ Damag	No	No

Sincerely,

Authorized Signature

Laura E. Moreno

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **JUVENILE PROBATION**

Point of Contact: **Laura E. Moreno**

Date: **01/24/2025**

Re: Items for Surplus from the **JUVENILE PROBATION** to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	VIN/Serial number	Condition	Original Cost		Grants
					Asset > \$5,000		
1.	Big Box of monitors	N/A	Dell	Poor/ Damag	No	No	
2.	2 Boxes of cables/ ad	N/A	N/A	Poor/ Damag	No	No	
3.	7 Phone Line Cords	N/A	N/A	Poor/ Damag	No	No	
4.	Webcam	N/A	Aukey	Poor/ Damag	No	No	
5.	2 Long Speaker Cab	N/A	N/A	Poor/ Damag	No	No	
6.	4 Phone Systems	N/A	Nortel	Poor/ Damag	No	No	
7.	7 Wired Keyboards	N/A	HP/Dell	Poor/ Damag	No	No	
8.	7 Wireless Keyboard	N/A	Adesso/Logitech	Poor/ Damag	No	No	
9.	4 Wired Computer M	N/A	Dell	Poor/ Damag	No	No	
10.	8 Wireless Compute	N/A	Logitech	Poor/ Damag	No	No	

Sincerely,

Authorized Signature

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: PURCHASING DEPARTMENT

Point of Contact: DARTWON BARNES

Date: 1/24/2025

Re: Items for Reallocation from PURCHASING DEPARTMENT to JUSTICE OF THE PEACE 3

Approve and authorize the reallocation of surplus assets from the owning Department to the gaining Department in compliance with Texas Local Government Code Section 262.011 (j). These items have been replaced or are no longer of use to the current department. (Maximum 100 items)

	Description	Barcode	VIN/Serial Number	Condition	Original Cost Asset > \$5,000	Grant
1.	LAPTOP	163612(A)	JR06J12	Good/ Fair	No <input type="button" value="v"/>	No
2.	COMPUTER LA	186694(D)	CNWRL33	Good/ Fair	No <input type="button" value="v"/>	No
3.				Excellent	Yes	Yes
4.				Excellent	Yes	Yes
5.				Excellent	Yes	Yes
6.				Excellent	Yes	Yes
7.				Excellent	Yes	Yes
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Dartwon Z. Barnes

Sincerely,

Dartwon Z. Barnes

Authorized Signature Purchasing Logistics Manager

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **PURCHASING DEPARTMENT**

Point of Contact: **Dartwon Barnes**

Date: **1/27/25**

Re: Items for Reallocation from **PURCHASING DEPARTMENT** to **SHERIFFS OFFICE**

Approve and authorize the reallocation of surplus assets from the owning Department to the gaining Department in compliance with Texas Local Government Code Section 262.011 (j). These items have been replaced or are no longer of use to the current department. (Maximum 100 items)

	Description	Barcode	VIN/Serial Number	Condition	Original Cost Asset> \$5,000	Grant
1.	Credenza	unknown		Good/ Fair	No	No
2.				Excellent	Yes	Yes
3.				Excellent	Yes	Yes
4.				Excellent	Yes	Yes
5.				Excellent	Yes	Yes
6.				Excellent	Yes	Yes
7.				Excellent	Yes	Yes
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Dartwon Z. Barnes

Sincerely,

Dartwon Z. Barnes

Authorized Signature Purchasing Logistics Manager

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: Elizabeth A. Tabarani

Date: 1/24/25

Re: Items for Surplus from SO-Civil Process & Executions to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	Serial number	Condition	Original Cost	
					Asset > \$5,000	Grants
1.	Black Leather Chair	187160 ²		Good/ Fair	No	No
2.				Excellent	Yes	Yes
3.				Excellent	Yes	Yes
4.				Excellent	Yes	Yes
5.				Excellent	Yes	Yes
6.				Excellent	Yes	Yes
7.				Excellent	Yes	Yes
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Sincerely,

Authorized Signature

Submit Form

TO BEGIN THIS INVENTORY TRANSFER: Print the completed form, sign, and return the form with original signature to the Purchasing Inventory Division.

FA 002. Purchasing Transfer for Surplus & Auction



To: **Purchasing Logistics Fixed Asset Section**

From: Elizabeth A. Tabarani

Date: 1/23/2025

Re: Items for Surplus from SO-Civil Process & Executions to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	Serial number	Condition	Original Cost	
					Asset > \$5,000	Grants
1.	Black Chair	146822 ^D		Poor/ Damaged	No	No
2.	Black Chair	146766 ^R		Poor/ Damaged	No	No
3.	Black Chair	146765 ^R		Poor/ Damaged	No	No
4.	Grey Chair	142543 ^R		Poor/ Damaged	No	No
5.	Multicolored Checkerboard	124947 ^R		Poor/ Damaged	No	No
6.	Black Chair	173478 ^R		Poor/ Damaged	No	No
7.	Black Chair	173848 ^R		Poor/ Damaged	No	No
8.	Grey Typewriting Table	00000		Poor/ Damaged	No	No
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Sincerely,

Authorized Signature

Submit Form

TO BEGIN THIS INVENTORY TRANSFER: Print the completed form, sign, and return the form with original signature to the Purchasing Inventory Division.