



**El Paso County  
Agenda Item Details**

<b>Item Title:</b>	Purchasing - Inventory Procedures
<b>Submitted By:</b>	Karen Davidson, Purchasing Agent
<b>Department:</b>	Purchasing Department
<b>Department Phone Number:</b>	915-273-3349
<b>Subject:</b>	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.
<b>Background:</b>	The departments have determined that the listed items are no longer of use and are determined to be surplus.
<b>Fiscal Impact:</b>	<p>Fiscal Impact Historical</p> <p>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.</p> <p>Fiscal Impact Projected</p> <p>Long Account Number: Amount:</p> <p>Long Account Number: Amount:</p>
<b>Budget or Unbudgeted Match:</b>	
<b>Recommendation:</b>	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).
<b>Prior Action:</b>	N/A
<b>Strategic Plan:</b>	Goal:  null

Objective:

**Strategic Plan Information:**

**Estimated Time Needed**

**For This Item:**