

R.

, ,



**El Paso County  
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:**



To: **Purchasing Logistics Fixed Asset Section**

From: **8TH COURT OF APPEALS**

Point of Contact: **Elizabeth G. Flores**

Date: **2/27/2025**

Re: Items for Surplus from the **8TH COURT OF APPEALS** 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 These items are outdated and/or have been replaced.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.	Chair - Blue Fabric	0054574 <i>R</i>	n/a	Good/ Fair	No	No	
2.	Chair - Blue Fabric	0058979 <i>R</i>	n/a	Good/ Fair	No	No	
3.	Chair - Blue Fabric	0054588 <i>D</i>	n/a	Good/ Fair	No	No	
4.	Chair - Pink Fabric	0054108 <i>R</i>	n/a	Poor/ Damag	No	No	
5.	File Cabinet w/draw	0060845 <i>Not in Manual</i>	n/a	Good/ Fair	No	No	
6.	File Tub w/shelf	0060846	n/a	Poor/ Damag	No	No	
7.	Table - Wood	0060873 <i>D</i>	n/a	Poor/ Damag	No	No	
8.	Table - Wood	0077358 <i>R</i>	n/a	Good/ Fair	No	No	
9.				Excellent	Yes	No	
10.				Excellent	Yes	No	

Sincerely,

Authorized Signature Elizabeth G. Flores

**Submit Form**



To: **Purchasing Logistics Fixed Asset Section**

From: **ADULT PROBATION**

Point of Contact: **Sarah R. Aguilar**

Date: **02/18/2025**

Re: Items for Surplus from the **ADULT 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.	CUBICLE W/ OVER			Good/ Fair	No	No
2.	TWO DRAWER-GE	143471		Good/ Fair	No	No
3.	FIVE DRAWER	0056244		Good/ Fair	No	No
4.	OFFICE CHAIR	114797		Good/ Fair	No	No
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**

2/26/25  
FA 002. Transfer and Disposal-Surplus



To: **Purchasing Logistics Fixed Asset Section**

From: **COMMUNITY SERVICE**

Point of Contact: **Nayeli Villegas**

Date: **3/4/2025**

Re: Items for Surplus from the **COMMUNITY SERVICE** 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.	2002 CHEVY VAN	113222	1GCGG25R821197204	Poor/ Damag	Yes	No
2.	2013 FORD VAN	159643	IFTNS2EW3DDB11472	Poor/ Damag	Yes	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

*N. Villegas*

**Submit Form**

3/4/25  
FA 002. Transfer and Disposal-Surplus



To: **Purchasing Logistics Fixed Asset Section**

From: **COMMUNITY SERVICE**

Point of Contact: **Nayeli Villegas**

Date: **3/4/2025**

Re: Items for Surplus from the **COMMUNITY SERVICE** 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		Grants
Description		Barcode	VIN/Serial number	Condition	Asset > \$5,000	
1.	Podium R	167851		Good/ Fair	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> NO	No
2.	Temperature Reader	188905	SMQP40136D210300156A	Good/ Fair	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> NO	Yes
3.	Computer Monitor	CNK7150SB5		Poor/ Damag	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> NO	No
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

N. Villegas

**Submit Form**



To: **Purchasing Logistics Fixed Asset Section**

From: **COUNTY COMMISSIONER PRECINT #4**

Point of Contact: **Marissa Nunez**

Date: **02/24/2025**

Re: Items for Surplus from the **COUNTY COMMISSIONER PRECINT** 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.	COMPUTER PRINT	141503	CNG2R05088	Poor/ Damaged	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

A handwritten signature in black ink, appearing to be "mg", is written over a horizontal line.

**Submit Form**





To: **Purchasing Logistics Fixed Asset Section**

From: **DISTRICT ATTORNEY**

Point of Contact: **Amy M. Lechuga**

Date: **2/28/25**

Re: Items for Reallocation from **DISTRICT ATTORNEY**  to **FACILITIES MANAGEMENT**

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.	Grey desk			Good/ Fair	No <input type="button" value="v"/>	No <input type="button" value="v"/>
2.	Grey desk hutch			Good/ Fair <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>
3.	Grey bookshelf -			Good/ Fair <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>
4.	Grey bookshelf s			Good/ Fair <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>
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 

2/28/25  
FA 003. Department to Department Transfer



To: **Purchasing Logistics Fixed Asset Section**

From: DISTRICT ATTORNEY'S OFFICE

Point of Contact: Ozzie Miranda

Date: 02-27-2025

Re: Items for Surplus from the DISTRICT ATTORNEY'S OFFICE 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)

No.	Description	Barcode	Serial Number	Condition	Original Cost Asset > \$5000	Grants
1	VIDEO DEPOSITION CAMERA SYS (CAMERA/MONIT	115813	1011246	Poor/Damaged	No	
2	COMPUTER SCANNER R	140472	629803	Obsolete	No	
3	COMPUTER SCANNER(EPSON GT-S50) R	144828	L3AZ006299	Obsolete	No	Yes
4	SCANNER (EPSON) R	147917	L3AZ017413	Obsolete	No	Yes
5	SCANNER EPSON (PRO GT-S50) R	148605	<del>B11B194011</del>	Poor/Damaged	No	Yes
6	SCANNER EPSON (PRO GT-S50) R	148608	L3AZ018971	Obsolete	No	Yes
7	CAMCORDER (SANYO) R	148768	VL002290	Poor/Damaged	No	Yes
8	SCANNER (EPSON PRO GT-S50) R	148936	L3AZ049539	Obsolete	No	Yes
9	SCANNER (EPSON PRO GT-S50) R	148940	L3AZ049541	Obsolete	No	Yes
10	SCANNER (EPSON PRO GT-S50) R	148942	L3AZ049526	Obsolete	No	Yes
11	SCANNER (EPSON PRO GT-S50) R	148943	L3AZ049543	Obsolete	No	Yes
12	SCANNER R	150815	L3A2029118	Obsolete	No	Yes
13	Compucessory Shredder BPU R	151749		Poor/Damaged	No	Yes
14	COMPUTER NOTEBOOK(DELL XPS 13)	155617	8DLGRS1	Obsolete	No	
15	Asus 27 inch Monitor R	155838		Poor/Damaged	No	
16	Asus 27 inch Monitor	156246		Poor/Damaged	No	

\$5,000 Grant

17	SCANNER COMPUTER DR-M160	156396	FQ304810	Poor/Damaged	No	
18	Dell Latitude E5430	158991		Obsolete	No	
19	Hp Laserjet P3015	159942		Obsolete	No	
20	MacMini	160816		Obsolete	No	
21	COMP BASE (APPLE MAC MINI)	160817	C07LP41UDWYL	Obsolete	No	
22	MacMini	160820		Obsolete	No	
23	Eiki Projector	160890		Poor/Damaged	No	
24	COMPUTER BASE PC	161708	4JKWM02	Obsolete	No	
25	COMPUTER SCANNER R	162681		Obsolete	No	
26	MONITOR dell R	162947	47B-74ML	Obsolete	No	
27	I-PAD MINI W/ACCESS	162998	DLXM20QRFLMP	Obsolete	No	Yes
28	I-PAD MINI W/ACCESS	162999	DLXLW6MBFLMP	Obsolete	No	Yes
29	MONITOR FLAT PANEL W/DOCKING STATION R	163639	E6LMTF122120	Obsolete	No	
30	COMPUTER SCANNER	165300	GX306542	Obsolete	No	
31	HP Prodesk PC	165511	Purchasing	Obsolete	No	
32	COMPUTER SCANNER R	167361	VEBZ003487	Obsolete	No	
33	HP Officejet 150 mobile printer R	167999		Obsolete	No	
34	MONITOR FLAT PANEL W/ACCESS R	170144	G2LMTF072832	Obsolete	No	
35	Fuji Camera DV R	172184		Poor/Damaged	No	Yes
36	HP OfficeJetProBook 440G3	173682		Obsolete	No	
37	MONITOR FLAT PANEL R	173710	6CM628078R	Obsolete	No	
38	CANON IMAGE FORMULA SCANNER(GRANT	175639	GX333230	Obsolete	No	yes
39	CANON IMAGE SCANNER (GRANT)	175644	GX332684	Obsolete	No	yes
40	Canon Scanner	175645		Obsolete	No	Yes
41	SCANNER SCANSNAP R	176541	AWTHD80104	Obsolete	No	
42	<del>Dell Latitude 5490</del>	<del>180621</del>	<del>ITD</del>	<del>Obsolete</del>	<del>No</del>	
43	COMPUTER BASE PC W/ACCESS	181003	MXL8392SJ5	Obsolete	No	
44	DELL OPTIFELX TOWER (GRANT)	183064	7J74422	Obsolete	No	yes
45	HP Prodesk PC	186489		Obsolete	No	
46	HP Prodesk PC	186493		Obsolete	No	
47	iMac (Purchasing) R	168883	C02QD498GG77	Poor/Damaged	No	No
48	Ergotron Monitor Stand	N/B		Good	No	
49	HP OfficeJetPro 6978	N/B	TH0BW5W267	Obsolete	No	
50	Dell Monitor	N/B	0E1T-A00	Obsolete	No	
51	Dell Monitor	N/B	1FWT-A00	Obsolete	No	
52	HP pro display P232	N/B	6cm7250stq	Obsolete	No	

Sincerely,

Authorized Signature \_\_\_\_\_

**Submit Form**

FA 002. Transfer and Disposal-Surplus

2/27/25



To: **Purchasing Logistics Fixed Asset Section**

From: **JUVENILE PROBATION**

Point of Contact: **Laura Moreno**

Date: **3/4/2025**

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	
					Asset > \$5,000	Grants
1.	1 Office Chair	182349 R	N/A	Poor/ Damaged	No	No
2.	1 Office Chair	163403 R	N/A	Poor/ Damaged	No	No
3.	1 Office Chair	182341 R	N/A	Poor/ Damaged	No	No
4.	1 Office Chair	1391652	N/A	Poor/ Damaged	No	No
5.	2 Office Chairs	N/A	N/A	Poor/ Damaged	No	No
6.	1 Office Chair	171652 R	N/A	Poor/ Damaged	No	No
7.	1 Office Chair	168360 R	N/A	Poor/ Damaged	No	No
8.	1 Book Shelf	119315 D 8/1/22	N/A	Poor/ Damaged	No	No
9.	1 Box AC power &	N/A	N/A	Poor/ Damaged	No	No
10.	1 Box CDs/DVDs &	N/A	N/A	Poor/ Damaged	No	No

Sincerely,

Authorized Signature

**Submit Form**

3/4/25  
FA 002. Transfer and Disposal-Surplus



To: **Purchasing Logistics Fixed Asset Section**

From: **JUVENILE PROBATION**

Point of Contact: **Laura Moreno**

Date: **3/4/2025**

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	
					Asset > \$5,000	Grants
1.	1 Polycom Sound Station	N/A	VTX 1000/b211110386C4	Poor/ Damaged	No	No
2.	1 Webcam	N/A	Logitech	Poor/ Damaged	No	No
3.	5 Wired Keyboards	N/A	Dell/HP	Poor/ Damaged	No	No
4.	8 Wired Mouse	N/A	HP/Dell	Poor/ Damaged	No	No
5.	4 Wires USB Speakers	N/A	Dell	Poor/ Damaged	No	No
6.	3 Wireless Keyboard	N/A	Logitech	Poor/ Damaged	No	No
7.	5 Wireless Mouse	N/A	Logitech	Poor/ Damaged	No	No
8.	1 Large File System	124050	N/A	Good/ Fair	Yes	No
9.	1 Samsung Television	N/A	Samsung	Poor/ Damaged	No	No
10.	1 Desk	151075	N/A Purchasing	Poor/ Damaged	No	No Yes

Sincerely,

Authorized Signature

**Submit Form**



To: **Purchasing Logistics Fixed Asset Section**

From: **JUVENILE PROBATION**

Point of Contact: **Laura Moreno**

Date: **03-04-2025**

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	
					Asset > \$5,000	Grants
1.	1 Box Dell USB cab	N/A	N/A	Poor/ Damaged	No	No
2.	1 Box Video&USB	N/A	N/A	Poor/ Damaged	No	No
3.	<del>1 Cannon Scanner</del>	<del>178989</del> <i>ITD</i>	<del>DR-M260-HG303415</del>	<del>Poor/ Damaged</del>	<del>No</del>	<del>No</del>
4.	1 Cannon Scanner	180479	DR-M260-HG3035322	Poor/ Damaged	No	No
5.	1 Dell Laptop	N/A	Latitude 3510 / 555J103	Poor/ Damaged	No	Yes
6.	1 Dual Monitor Desk	N/A	Dell /CN-OHXdW0-77401-46	Poor/ Damaged	No	No
7.	1 Dual Monitor Desk	N/A	Dell /CN-OHXdW0-77401-46	Poor/ Damaged	No	No
8.	1 HP Monitor	N/A	ProDisplay P232/6CM7231V1	Poor/ Damaged	No	No
9.	1 HP Monitor	N/A	ProDisplay P232/6CM7231V2	Poor/ Damaged	No	No
10.	5 Nortel Phones	N/A	Nortel	Poor/ Damaged	No	No

Sincerely,

Authorized Signature

**Submit Form**



To: **Purchasing Logistics Fixed Asset Section**

From: **JUVENILE PROBATION**

Point of Contact: **Laura Moreno**

Date: **3/4/2025**

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	
					Asset> \$5,000	Grants
1. ✓	1 Filing Cabinet 4-dr	0049582 R	N/A	Poor/ Damaged	No	No
2. ✓	1 Filing Cabinet 4-dr	0049584 R	N/A	Poor/ Damaged	No	No
3. ✓	1 Filing Cabinet 4-dr	122366 R	N/A purchasing	Poor/ Damaged	No	No
4. ✓	1 Desk	183570 R	N/A	Poor/ Damaged	No	No
5.	2 Punching Bag base	N/A	Valor Fitness	Poor/ Damaged	No	No
6.	1 Gate Motor	N/A	N/A	Poor/ Damaged	No	No
7. ✓	1 Metal Sign R	060803 0060803	N/A	Poor/ Damaged	No	No
8. ✓	1 Floor Cleaner	159839	Betco	Poor/ Damaged	No	No
9. ✓	1 Omniflex KVAC	160973	OWD02843	Poor/ Damaged	No	No
10. ✓	1 Welder R	123694	N/A	Poor/ Damaged	No	No

Sincerely,

Authorized Signature

**Submit Form**

3/4/25  
FA 002. Transfer and Disposal-Surplus





To: **Purchasing Logistics Fixed Asset Section**

From: LAW LIBRARY

Point of Contact: Lynn Sanchez

Date: 02/25/25

Re: Items for Surplus from the LAW LIBRARY  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.	Copier MFD Ricoh	191992 R	G86116713 50551835	Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No	<input type="button" value="v"/>
2.	Jamex Vending unit	176546		Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No	<input type="button" value="v"/>
3.	Sherpa Catalog Rack	137645 R		Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No	<input type="button" value="v"/>
4.	Sherpa Catalog Rack	137646 R		Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No	<input type="button" value="v"/>
5.	Sherpa Catalog Rack	137647 R		Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No	<input type="button" value="v"/>
6.	Sherpa Catalog Rack	137648 R		Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No	<input type="button" value="v"/>
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: **PURCHASING DEPARTMENT** ▼

Point of Contact: **DARTWON Z. BARNES**

Date: **2.25.2025**

Re: Items for Reallocation from **PURCHASING DEPARTMENT** ▼ to **CONSTABLE PRECINCT 6** ▼

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.	LATERAL FILE	0107939		Good/ Fair	No ▼	No ▼
2.	2 DRAWER CA	N/A		Good/ Fair ▼	No ▼	No ▼
3.	2 DRAWER CA	N/A		Good/ Fair ▼	No ▼	No ▼
4.	2 DRAWER CA	N/A		Good/ Fair ▼	No ▼	No ▼
5.	2 DRAWER CA	N/A		Good/ Fair ▼	No ▼	No ▼
6.	2 DRAWER CA	N/A		Good/ Fair ▼	No ▼	No ▼
7.	2 DRAWER CA	N/A		Good/ Fair ▼	No ▼	No ▼
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

*Dartwon Z. Barnes*

Sincerely,

**Dartwon Z. Barnes**  
Purchasing Logistics Manager

Authorized Signature \_\_\_\_\_

Submit Form

2/25/25



To: **Purchasing Logistics Fixed Asset Section**

From: Jaqueline Pryor- Evidence

Date: 03/03/2025

Re: Items for Surplus from Sheriff's Office 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.	Light brown shelf	N/A		Good/ Fair	No	No
2.	Light brown 2 door cab	N/A		Good/ Fair	No	No
3.	Cubicle pieces	N/A		Good/ Fair	No	No
4.	4 drawer filing cabinet	0037123	N/A	Poor/ Damaged	No	No
5.	5 drawer filing cabinet	N/A	N/A	Good/ Fair	No	No
6.	3 drawer brown cabine	N/A	N/A	Good/ Fair	No	No
7.	Brown shelf	0059859 D	N/A	Poor/ Damaged	No	No
8.	Brown shelf	0059860 D 10/24/22	N/A	Poor/ Damaged	No	No
9.	Two door cabinet	0035597		Good/ Fair	No	No
10.	Two door cabinet	0035596		Good/ Fair	No	No

Sincerely,

Authorized Signature *Jaqueline Pryor*

**Submit Form**

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



To: **Purchasing Logistics Fixed Asset Section**

From: **SHERIFF'S DEPT**

Point of Contact: **Adriana Guerrero (NW Patrol )**

Date: **03/03/2025**

Re: Items for Surplus from the **SHERIFF'S DEPT** 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 filing cabinet	N/A	N/A	Poor/ Damaged	No	No
2.				Good/ Fair	No	No
3.				Good/ Fair	No	No
4.				Good/ Fair	No	No
5.				Good/ Fair	No	No
6.				Poor/ Damaged	No	No
7.				Good/ Fair	No	No
8.				Good/ Fair	No	No
9.				Good/ Fair	No	No
10.				Good/ Fair	No	No

Sincerely,

Authorized Signature LT Juan Ibarra #5099

**Submit Form**