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**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: **COMMUNITY SERVICE** ☐

Point of Contact: **Nayeli Villegas**

Date: **3/13/25**

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 These items are outdated and/or have been replaced.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		Grants
					Asset > \$5,000		
1.	Silver SHARP TV	No Tag		Poor/ Damag	<input checked="" type="checkbox"/> Yes NO	No	<input type="checkbox"/>
2.	Silver Sylvania TV	132015 <i>R</i>		Poor/ Damag	<input checked="" type="checkbox"/> Yes NO	No	<input type="checkbox"/>
3.	Large wood desk	No Tag		Poor/ Damag	<input checked="" type="checkbox"/> Yes NO	No	<input type="checkbox"/>
4.	Gray Stand	0071099 <i>R</i>		Good/ Fair	<input checked="" type="checkbox"/> Yes NO	No	<input type="checkbox"/>
5.	Black Desk	150762 <i>R</i>		Poor/ Damag	<input checked="" type="checkbox"/> Yes NO	No Yes	<input type="checkbox"/>
6.	Black Desk	150757 <i>R</i>		Poor/ Damag	<input checked="" type="checkbox"/> Yes NO	No Yes	<input type="checkbox"/>
7.	Black Desk	150758 <i>R</i>		Poor/ Damag	<input checked="" type="checkbox"/> Yes NO	No Yes	<input type="checkbox"/>
8.	Black Desk	150760 <i>R</i>		Poor/ Damag	<input checked="" type="checkbox"/> Yes NO	No Yes	<input type="checkbox"/>
9.	Food warmer	0031672 <i>R</i>		Poor/ Damag	<input checked="" type="checkbox"/> Yes NO	No	<input type="checkbox"/>
10.	Tan File Cabinet	120741 <i>R</i>		Poor/ Damag	<input checked="" type="checkbox"/> Yes NO	No	<input type="checkbox"/>

Sincerely,

Authorized Signature

N. Villegas

Submit Form

3/13/25



To: **Purchasing Logistics Fixed Asset Section**

From: **COMMUNITY SERVICE** ☐

Point of Contact: **Nayeli Villegas**

Date: **3/13/25**

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		Grants	
					Asset > \$5,000			
1.	Dell Screen	150782 R		Poor/ Damag	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> NO	No	<input checked="" type="checkbox"/> YES
2.	Dell Screen	150778 R		Poor/ Damag	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> NO	No	<input checked="" type="checkbox"/> YES
3.	Dell Screen	150775 R		Poor/ Damag	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> NO	No	<input checked="" type="checkbox"/> YES
4.	Dell Screen	150774 R		Poor/ Damag	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> NO	No	<input checked="" type="checkbox"/> YES
5.	Dell PC	168403		Poor/ Damag	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> NO	No	<input checked="" type="checkbox"/> YES
6.	Dell PC	168399		Poor/ Damag	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> NO	No	<input checked="" type="checkbox"/> YES
7.	Black Chair	No Tag		Poor/ Damag	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> NO	No	<input checked="" type="checkbox"/>
8.				Poor/ Damag	<input checked="" type="checkbox"/> Yes		No	<input checked="" type="checkbox"/>
9.				Poor/ Damag	<input checked="" type="checkbox"/> Yes		No	<input checked="" type="checkbox"/>
10.				Poor/ Damag	<input checked="" type="checkbox"/> Yes		No	<input checked="" type="checkbox"/>

Sincerely,

Authorized Signature

N. Villegas

Submit Form

3/13/25
FA 002. Transfer and Disposal-Surplus



To: Purchasing Logistics Fixed Asset Section

From: COUNTY ADMINISTRATOR

Point of Contact: Claudia Y. Murguia

Date: 02/28/2025

Re: Items for Reallocation from COUNTY ADMINISTRATOR to STRATEGIC DEVELOPMENT

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.	WORKSTATION	199392	MXL23440Y7	Excellent	No	No
2.	WORKSTATION	199394	MXL23440TF	Excellent	No	No
3.	WORKSTATION	199395	MXL23440Y8	Excellent	No	No
4.	SURFACE LAP	199393	002185524257	Excellent	No	No
5.				Excellent	No	No
6.				Excellent	No	No
7.				Excellent	No	No
8.				Excellent	No	No
9.				Excellent	No	No
10.				Excellent	No	No

Sincerely,

Authorized Signature Betty Keller

Submit Form

3/11/25

FA 003. Department to Department Transfer



To: **Purchasing Logistics Fixed Asset Section**

From: **COUNTY ATTORNEY** ☐

Point of Contact: **Christina Sanchez**

Date: **3.11.2025**

Re: Items for Reallocation from **COUNTY ATTORNEY** ☐ to **DISTRICT ATTORNEY** ☐

*Amy Lechuga
Julio Ordoz*

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	0108891 R		Good/ Fair	No <input type="checkbox"/>	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 Owning Department Signature *Lori Lopez*

Authorized Receiving Department Signature _____

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: DISTRICT ATTORNEY'S OFFICE

Point of Contact: Ozzie Miranda

Date: 03-13-2025

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	Furniture - Cabinet	157324		Good	No	No
2	Furniture - Chair	122263		Poor/Damaged	No	No
3	Furniture - Chair	129717		Poor/Damaged	No	No
4	Furniture -Leather Chair	N/B		Poor/Damaged	No	No
5	3 Aluminum Stands	N/B		Good	No	No
6	3 Sanitizer Dispensers with Stands	N/B		Good	No	No
7	Furniture - Mahogany Desk	N/B		Poor/Damaged	No	No
8	Furniture - Credenza with glass doors	N/B		Poor/Damaged	No	No

Sincerely,

Authorized Signature

Submit Form

3/13/25



To: **Purchasing Logistics Fixed Asset Section**

From: **DISTRICT CLERK**

Point of Contact: **JOSE GONZALES**

Date: **03/10/2025**

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.	SHELVING-CLOSE	0066382 ^R		Good/ Fair	No	No
2.	SHELVING-CLOSE	0066386 ^R		Good/ Fair	No	No
3.	SHELVING-CLOSE	0066408 ^R		Good/ Fair	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

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **DISTRICT CLERK**

Point of Contact: **JOSE GONZALES**

Date: **03/10/2025**

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. ✓	SHELVING-CLOSE	0082663 R		Excellent	No	No
2. ✓	SHELVING-CLOSE	0066415 R		Excellent	No	No
3. ✓	SHELVING-CLOSE	0074283 R		Excellent	No	No
4. ✓	SHELVING-CLOSE	0066387 R		Excellent	No	No
5. ✓	SHELVING-CLOSE	0066294 R		Excellent	No	No
6. ✓	SHELVING-CLOSE	0074280		Excellent	No	No
7. ✓	SHELVING-CLOSE	0066406 R		Excellent	No	No
8. ✓	SHELVING-CLOSE	0066407 R		Excellent	No	No
9. ✓	SHELVING-CLOSE	0074276 ^D Purch		Excellent	No	No
10. ✓	SHELVING-CLOSE	0066379 R		Excellent	No	No

Sincerely,

Authorized Signature

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **DISTRICT CLERK**

Point of Contact: **JOSE GONZALES**

Date: **03/10/2025**

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.	DESK RIGHT RETURN	NO BARCODE		Good/ Fair	No	No
2.	STEP LADDER, SIDE	NO BARCODE		Good/ Fair	No	No
3.	STEP LADDER BE	100085 (Internal)		Good/ Fair	No	No
4.	CHAIR EXECUTIVE	165420 (Internal)		Good/ Fair	No	No
5.	CHAIR MESH MID	144746 ^R _{Purch}		Good/ Fair	No	No
6.	DESK-SECRETARY	0055942 ^R		Good/ Fair	No	No
7.	CHERRY LATERA	0058503 ^D _{Sold} ^R _{W/2/19} (in their possession)		Good/ Fair	No	No
8.	FILING CABINET	0066254 ^R		Good/ Fair	No	No
9.	FILING CABINET	100055 (Internal)		Good/ Fair	No	No
10.	FILE CABINET-LA	0047036 ^R		Good/ Fair	No	No

Sincerely,

Authorized Signature

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **DISTRICT CLERK**

Point of Contact: **JOSE GONZALES**

Date: **03/07/2025**

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		Grants
					Asset > \$5,000		
1.	DESK-SECRETARY	55941 0055941 R		Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No	<input type="button" value="v"/>
2.	CREDENZA WOOD	0055876 R		Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No	<input type="button" value="v"/>
3.	CREDENZA-EXEC	0055893 R		Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No	<input type="button" value="v"/>
4.	DESK-DOUBLE PE	0055854 R		Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No	<input type="button" value="v"/>
5.				Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No	<input type="button" value="v"/>
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: **PUBLIC WORKS**

Point of Contact: **Evelyn Sanchez**

Date: **03/10/2025**

Re: Items for Surplus from the **PUBLIC WORKS** 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. Brother Fax Machine	144318 <i>R</i>	U60283D9J927789	Poor/ Damag <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>	<input type="button" value="v"/>
2. HP LaserJet 600-M6165551	<i>ITD</i>	CNDCGB511D	Poor/ Damag <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>	<input type="button" value="v"/>
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

3/12/25
FA 002. Transfer and Disposal-Surplus



To: **Purchasing Logistics Fixed Asset Section**

From: **PURCHASING DEPARTMENT** ☐

Point of Contact: **Dartwon Barnes**

Date: **3.11.2024**

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	VIN/Serial number	Condition	Original Cost	
					Asset > \$5,000	Grants
1.	EZLOAD READY L	190876		Poor/ Damag <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
2.	Shrink Wrap	N/A		Good/ Fair <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
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,

Dartwon Z. Barnes

Authorized Signature

Dartwon Z. Barnes
Purchasing Logistics Manager

Submit Form

3/11/25

FA 002. Transfer and Disposal-Surplus



To: **Purchasing Logistics Fixed Asset Section**

From: **PURCHASING DEPARTMENT**

Point of Contact: **Ruth Saucedo**

Date: **3/18/2025**

Re: Items for Reallocation from **PURCHASING DEPARTMENT** to **BUDGET AND FINANCE**

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		Grant
					Asset > \$5,000		
1.	CHAIR ERGO	M182341		Good/ Fair	No		No
2.	CHAIR ERGO	N/A		Excellent	No		No
3.	CHAIR ERGO	N/A		Excellent	No		No
4.	CHAIR ERGO	N/A		Excellent	No		No
5.	CHAIR ERGO	N/A		Excellent	No		No
6.				Excellent	Yes		Yes
7.				Excellent	Yes		Yes
8.				Excellent	Yes		Yes
9.				Excellent	Yes		Yes
10.				Excellent	Yes		Yes

Sincerely,

Dartwon Z. Barnes

Authorized Owning Department Signature

Dartwon Z. Barnes
Purchasing Logistics Manager

Authorized Receiving Department Signature

Submit Form

3/18/25

FA 003. Department to Department Transfer



To: **Purchasing Logistics Fixed Asset Section**

From: **PURCHASING DEPARTMENT**

Point of Contact: **XAVIER BANALES**

Date: **3.13.2025**

Re: Items for Reallocation from **PURCHASING DEPARTMENT** to **Transit Operations**

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.	CHAIR STACKI	0088560(D)		Good/ Fair	No <input type="button" value="v"/>	No <input type="button" value="v"/>
2.	CHAIR STACKI	0088570(D)		Good/ Fair <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>
3.	CHAIR STACKI	0088569(D)		Good/ Fair <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>
4.	BLK MESH CH	N/A		Good/ Fair <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>
5.	BLSK MESH CH	N/A		Good/ Fair <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>
6.	WORKSTATION	187601		Good/ Fair <input type="button" value="v"/>	No <input type="button" value="v"/>	Yes <input type="button" value="v"/>
7.	FILE CABINET	0056140(R)	(COUNTY ATTORNEY)	Good/ Fair <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Sincerely,

Dartwon Z. Barnes

Authorized Owning Department Signature **Dartwon Z. Barnes**
Purchasing Logistics Manager

Authorized Receiving Department Signature _____

Submit Form

3/13/25
FA 003. Department to Department Transfer



To: **Purchasing Logistics Fixed Asset Section**

From: RICHARD ESCARZAGA

Date: 3/13/25

Re: Items for Surplus from EPCSO/ SUPPLY 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		Grants	
					Asset > \$5,000			
1.	BOOKSHELF WOOD LT	NCN		Poor/ Damaged	▼ No	▼ No	▼ No	▼
2.	CABINET MAIL WOOD	NCN		Poor/ Damaged	▼ No	▼ No	▼ No	▼
3.	WALLBOARD DRY ERAS	NCN		Poor/ Damaged	▼ No	▼ No	▼ No	▼
4.	WALLBOARD DRY ERAS	NCN		Poor/ Damaged	▼ No	▼ No	▼ No	▼
5.	WALLBOARD CORK/DR	143807 R		Poor/ Damaged	▼ No	▼ No	▼ No	▼
6.	TABLE CORNER WOOD	0043036 R		Poor/ Damaged	▼ No	▼ No	▼ No	▼
7.	DIRECT TV RECEIVER	W/ REMOTES		Poor/ Damaged	▼ No	▼ No	▼ No	▼
8.	PARTITION OFF WHITE	NCN		Poor/ Damaged	▼ No	▼ No	▼ No	▼
9.	CABINET 3 SHELF WOO	124817		Poor/ Damaged	▼ No	▼ No	▼ No	▼
10.	CABINET FLOOR 2SHEL	151058 R		Poor/ Damaged	▼ No	▼ No	▼ No	▼

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.

3/13/25



To: **Purchasing Logistics Fixed Asset Section**

From: RICHARD ESCARZAGA

Date: 3/13/25

Re: Items for Surplus from EPCSO/ SUPPLY 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		Grants	
					Asset > \$5,000			
1.	WALLSHELF LT GRAY	NCN		Poor/ Damaged	▼ No	▼	No	▼
2.	TABLE L SHAPE W/ FILE	NCN		Poor/ Damaged	▼ No	▼	No	▼
3.	TABLE L SHAPE W/FILE	124829		Poor/ Damaged	▼ No	▼	No	▼
4.	DESK W/ FILE CABINET	NCN		Poor/ Damaged	▼ No	▼	No	▼
5.	DESK W/ HUTCH 2DR	NCN		Poor/ Damaged	▼ No	▼	No	▼
6.	DESK W/ HUTSH 2DR	NCN		Poor/ Damaged	▼ No	▼	No	▼
7.	TABLE CORNER WOOD	NCN		Poor/ Damaged	▼ No	▼	No	▼
8.	BOARD DRY W/ STAND	172349 R		Poor/ Damaged	▼ No	▼	No	▼
9.	CORKBOARD WALL	NCN		Poor/ Damaged	▼ No	▼	No	▼
10.	PODIUM STAND WOOD	0060406 R		Poor/ Damaged	▼ No	▼	No	▼

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

3/13/25



To: **Purchasing Logistics Fixed Asset Section**

From: RICHARD ESCARZAGA

Date: 3/13/25

Re: Items for Surplus from EPCSO/ SUPPLY 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		Grants
					Asset > \$5,000		
1.	DESK W/ 2 FILE CABS	124857		Poor/ Damaged	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
2.	TABLE WORKSURFACE	NCN		Poor/ Damaged	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
3.	CORNER DESK WOOD B	NCN		Poor/ Damaged	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
4.	CORNER DESK WOOD B	NCN		Poor/ Damaged	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
5.	CORNER DESK WOOD B	NCN		Poor/ Damaged	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
6.	CORNER DESK WOOD B	NCN		Poor/ Damaged	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
7.	WATER DISPENSER	NCN		Poor/ Damaged	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
8.	HUTCH WORKSURF BL	178554 R		Poor/ Damaged	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
9.	HUTCH WORKSURF BL	178555 R		Poor/ Damaged	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
10.	HUTCH WORKSURF BL	178556 R		Poor/ Damaged	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>

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.

3/13/25
FA 002. Purchasing Transfer for Surplus & Auction



To: **Purchasing Logistics Fixed Asset Section**

From: RICHARD ESCARZAGA

Date: 3/13/25

Re: Items for Surplus from EPCSO/ SUPPLY 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		Grants	
					Asset > \$5,000			
1.	HUTCH WORKSURF BL	178557 R		Poor/ Damaged	▼ No	▼ No	▼ No	▼
2.	HUTCH WORKSURF BL	178558 R		Poor/ Damaged	▼ No	▼ No	▼ No	▼
3.	HUTCH WORKSURF BL	178559 R		Poor/ Damaged	▼ No	▼ No	▼ No	▼
4.	TABLE RD WOOD BLAC	124803 R		Poor/ Damaged	▼ No	▼ No	▼ No	▼
5.	LOVESEAT MULTI CR	124616		Poor/ Damaged	▼ No	▼ No	▼ No	▼
6.	VERIDESK RISER	179190 ITD		Poor/ Damaged	▼ No	▼ No	▼ No	▼
7.	FOLDING GATE CAFE	139747		Poor/ Damaged	▼ No	▼ No	▼ No	▼
8.				Poor/ Damaged	▼ No	▼ No	▼ No	▼
9.				Poor/ Damaged	▼ No	▼ No	▼ No	▼
10.				Poor/ Damaged	▼ No	▼ No	▼ No	▼

Sincerely,

Authorized Signature

Richard Escarza

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

3/13/25