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**El Paso County
Agenda Item Details**

Item Title:	Purchasing - Inventory Procedures
Submitted By:	Karen Davidson, Purchasing Agent
Department:	Purchasing Department
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:	<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>
	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: **383RD DISTRICT COURT**

Point of Contact: **Christie Siaz/Orlando Diaz**

Date: **03.27.2025**

Re: Items for Surplus from the **383RD DISTRICT COURT** 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 These items are outdated and/or have been replaced.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.	leather high back chair	n/a	n/a	Excellent	No	No
2.	leather high back chair	n/a	n/a	Excellent	No	No
3.	metal 4 drawer file cabinet	n/a	n/a	Excellent	No	No
4.	wood desk table w/metal	n/a	n/a	Excellent	No	No
5.	shelves	n/a	n/a	Excellent	No	No
6.	desk top wall mount	n/a	n/a	Excellent	No	No
7.	maroon lounge chair	n/a	n/a	Excellent	No	No
8.	wall mounted desk light	n/a	n/a	Excellent	No	No
9.	wall mounted desk light	n/a	n/a	Excellent	No	No
10.	metal rolling cabinet	n/a	n/a	Excellent	No	No

Sincerely,

Authorized Signature Christie Siaz 1856

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3/27/25
FA 002. Transfer and Disposal-Surplus



To: **Purchasing Logistics Fixed Asset Section**

From: **383RD DISTRICT COURT**

Point of Contact: **Christie Saiz/ Orlando Diaz**

Date: **03.27.2025**

Re: Items for Surplus from the **383RD DISTRICT COURT** 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.	Red Cloth chair	n/a	n/z	Excellent	No	No
2.	Red Cloth chair	n/a	n/a	Excellent	No	No
3.	Red Cloth chair	n/a	n/a	Excellent	No	No
4.	Red Cloth chair	n/a	n/a	Excellent	No	No
5.	Red Cloth chair	n/a	n/a	Excellent	No	No
6.	Red Cloth chair	n/a	n/a	Excellent	No	No
7.	Red Cloth chair	n/a	n/a	Excellent	No	No
8.	Red Cloth chair	n/a	n/a	Excellent	No	No
9.	Red Cloth chair	n/a	n/a	Excellent	No	No
10.	Red Cloth chair	n/a	n/a	Excellent	No	No

Sincerely,

Authorized Signature Christie Saiz 1856

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To: **Purchasing Logistics Fixed Asset Section**

From: **383RD DISTRICT COURT**

Point of Contact: **Christie Saiz/Orlando Diaz**

Date: **03.27.2025**

Re: Items for Surplus from the **383RD DISTRICT COURT** 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.	metal low file cabinet	n/a	n/a	Excellent	No	No
2.	metal low file cabinet	n/a	n/a	Excellent	No	No
3.	blue cloth roller desk	n/a	n/a	Excellent	No	No
4.	blue cloth roller desk	n/a	n/a	Excellent	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 Christie Saiz 1856

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To: **Purchasing Logistics Fixed Asset Section**

From: **COUNTY COURT AT LAW #4**

Point of Contact: **CARLOS MENDOZA**

Date: **03/25/2025**

Re: Items for Surplus from the **COUNTY COURT AT LAW #4** 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.	WORKSTATION/B	0058017 R		Excellent	No	No	
2.	HERMAN MILLER	0059485 R	County holdings	Excellent	No	No	
3.	VARIDESK PRO PL	182445 R		Excellent	No	No	
4.	VIEW SONIC MON	HH792 old tag #		Good/ Fair	No	No	
5.	SMALL FILING CA	0057939 R		Good/ Fair	No	No	
6.	FILING CABINET	0056325 R		Good/ Fair	No	No	
7.				Excellent	Yes	Yes	
8.				Excellent	Yes	Yes	
9.				Excellent	Yes	Yes	
10.				Excellent	Yes	Yes	

Sincerely,

Authorized Signature

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3/25/25

FA 002. Transfer and Disposal-Surplus



To: **Purchasing Logistics Fixed Asset Section**

From: COUNTY COURT AT LAW #5

Point of Contact: Chinh Nguyen

Date: 3.21.25

Re: Items for Reallocation from COUNTY COURT AT LAW #5 to COUNCIL OF JUDGES ADMIN

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.	Stenograph Write	138238 ^D 8/2/21		Good/ Fair	Yes NO	No
2.	Stenograph Write	134725 ^P 11/2/19		Good/ Fair	Yes 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 Owning Department Signature *[Signature]*

Authorized Receiving Department Signature *Diane Delgadillo*

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To: **Purchasing Logistics Fixed Asset Section**

From: **INFORMATION TECHNOLOGIES**

Point of Contact: **Ruben Ocampo**

Date: **03/25/2025**

Re: Items for Surplus from the **INFORMATION TECHNOLOGIES** 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.	460 Phones			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 Ruben Ocampo

Model	Product ID #	S/N #	Pallet #
2616	NTZK16CA03	NA	1
2616	NTZK16CA03	NA	1
2616	NA	NA	1
2616	NA	NA	1
2008	NT2K08GA03	NA	1
2008	NT9K08AA03	NA	1
2008	NT2K08XE03	NA	1
3904	NTMN34GA70	NA	1
3904	NTMN34FB70	NA	1
3904	NTMN34BB70	NA	1
2008	NT9K08AC03	NA	1
2008	NT2K08GL03	NA	1
2008	NT9K08AA03	NA	1
3904	NA	NA	1
3904	NTMN34GA70	NA	1
3904	NTMN34GA70	NA	1
3904	NTMN34FB70	NA	1
3904	NTMN34GA70	NA	1
3904	NA	NA	1
2616	NA	NA	1
2008	NT2K08GH03	NA	1
3904	NTMN34GA70	NA	1
2616	NT2K16F03	NA	1
2616	NA	NA	1
2008	NT2K08XF03	NA	1
3904	NTMN34GA70	NA	1
3904	NTMN34GA70	NA	1
2008	NT9K08AA03	NA	1
2616	NTZK16CA03	NA	1
2008	NTZ08AA03	NA	1
3904	NTM34GA70	NA	1
3904	NTMN34GE70E6	NA	1
9408	700508196	15WZ513703NG	1
9408	700508196	15WZ513703JQ	1
9408	700508196	15WZ513703P9	1
9408	700508196	15WZ513703ME	1
9408	700508196	15WZ513703NF	1
9408	700508196	15WZ4657035E	1
9408	700508196	15WZ513703LU	1
9608	700480585	13N543210320	1
9608	700480585	13N543307472	1
9608	700480585	13N543210911	1
9408	700508196	15WZ466702CT	1

9608	700480585	13N543101276	1
9408	700508196	15WZ513703NR	1
3904	NTMN34GC	NA	1
3904	NTMN34GR70	NA	1
3904	NTMN34GA70	NA	1
3904	NA	NA	1
3904	NTMN34GA70	NA	1
3904	NTMN34GA70	NA	1
3904	NA	NA	1
3904	NTMN34GA70	NA	1
3904	NTMN34GA70	NA	1
3904	NTMN34FB70	NA	1
3904	NTMN34GA70	NA	1
3904	NTMN34GA70	NA	1
3904	NTMN34GE70E6	NA	1
3904	NTMN34FB70	NA	1
3904	NTMN34FB70	NA	1
3904	NTMN34FB70	NA	1
3904	NTMN34GE70E6	NA	1
3904	NTMN34FB70	NA	1
3904	NTMN34GA70	NA	1

Model	Product ID #	S/N #	Pallet #
9408	700508196	15WZ513703NM	2
9408	700508196	15WZ513703MP	2
9408	700508196	15WZ5137034F	2
Polycom	2201-67800-160	AA02164272C69	2
2033 Conference Phone	2301-06692-602	0004F2E91864	2
7216	NA	NA	2
2616	NT2K16XD03	NA	2
3904	NTMN34GC70E6	NA	2
3904	NA	NA	2
3904	NTMN34GA70	NA	2
2616	NTZ16CA03	NA	2
3904	NTMN34GC70E6	NA	2
3904	NTMN33FB70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34FB70	NA	2
3904	NTMN34FB70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34FB70	NA	2
3904	NTMN34FB70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GC70E6	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GA70	NA	2
3904	NA	NA	2
3904	NA	NA	2
3904	NTMN03EA70	NA	2
3904	NTMN34GC70E6	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GA70	NA	2
3904	NA	NA	2
3904	NTMN34GA70	NA	2
8004	NA	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GA70R	NA	2
3904	NTMN03DA70	NA	2
3904	NTMN34BB70	NA	2
3904	NTMN34GA70	NA	2

3904	NTMN34GA70	NA	2
3904	NTMN34GE70E6	NA	2
3904	NTMN34E70E6	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GC70E6	NA	2
3904	NTMN34FB70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GE70E6	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GC70E6	NA	2
3904	NTMN34FB70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN03DA70	NA	2
3904	NTMN34GA70R	NA	2
3904	NTMN34BB70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GE70E6	NA	2
3904	NTMN34GA70	NA	2
3904	NTMN34GA70	NA	2
500	NA	NA	2
			67

Number of Phones	Pallet #4
222	

Number of Phones	Pallet #3
107	

Phone Disposal 03-25-2025

Final Audit Report

2025-03-25

Created:	2025-03-25
By:	Karina Arango (K.Arango@epcountytexas.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfJdND98rPzS2G6qhOD01A0rHv8eiO7O2

"Phone Disposal 03-25-2025" History

-  Document created by Karina Arango (K.Arango@epcountytexas.gov)
2025-03-25 - 4:00:21 PM GMT
-  Document emailed to Ruben Ocampo (r.ocampo@epcountytexas.gov) for signature
2025-03-25 - 4:03:02 PM GMT
-  Email viewed by Ruben Ocampo (r.ocampo@epcountytexas.gov)
2025-03-25 - 4:04:03 PM GMT
-  Document e-signed by Ruben Ocampo (r.ocampo@epcountytexas.gov)
Signature Date: 2025-03-25 - 4:04:35 PM GMT - Time Source: server
-  Agreement completed.
2025-03-25 - 4:04:35 PM GMT



To: **Purchasing Logistics Fixed Asset Section**

From: **JUVENILE PROBATION**

Point of Contact: **Laura Moreno**

Date: **3-25-2025**

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.	Radio	160991 R	AAH01QDC9JA2AN	Poor/ Damaged	No	No
2.	Radio	189754 R	AAH01QDC9JA2AN	Poor/ Damaged	No	No
3.	Radio	166693 R	AAH01QDC9JA2AN	Poor/ Damaged	No	No
4.	Radio	166654 R	AAH01QDC9JA2AN	Poor/ Damaged	No	No
5.	Radio	166673 R	AAH01QDC9JA2AN	Poor/ Damaged	No	No
6.	Radio	166676 R	AAH01QDC9JA2AN	Poor/ Damaged	No	No
7.	Radio	166672 R	AAH01QDC9JA2AN	Poor/ Damaged	No	No
8.	Radio	166674 R	AAH01QDC9JA2AN	Poor/ Damaged	No	No
9.	Radio	N/A	752TPXE976	Poor/ Damaged	No	No
10.				Excellent	Yes	Yes

Sincerely,

Authorized Signature Enrique Valles

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



To: **Purchasing Logistics Fixed Asset Section**

From: **PROTECTIVE ORDER COURT**

Point of Contact: **Deanna Macias**

Date: **March 26, 2025**

Re: Items for Surplus from the **PROTECTIVE ORDER COURT** 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.	Blue cloth chair	0055017 R		Good/ Fair	No	No
2.	Blue cloth chair	0055034 D C.D.C. #1		Good/ Fair	No	No
3.	Blue cloth chair	0055064 R		Good/ Fair	No	No
4.	Blue cloth chair	0055018 R		Good/ Fair	No	No
5.	Blue cloth chair	0054373 R		Good/ Fair	No	No
6.	Blue cloth chair	0054407 D C.D.C. #1		Good/ Fair	No	No
7.	Blue cloth chair	0054416 D C.D.C. #1		Good/ Fair	No	No
8.	Blue cloth chair	0054999 R		Good/ Fair	No	No
9.	Grey cloth office chair	127839 D		Good/ Fair	No	No
10.	Small round table	133531 D Purch		Good/ Fair	No	No

Sincerely,

Authorized Signature

Submit Form

3/26/25

FA 002. Transfer and Disposal-Surplus



To: **Purchasing Logistics Fixed Asset Section**

From: **PURCHASING DEPARTMENT**

Point of Contact: **Luz Rojas**

Date: **3.26.2025**

Re: Items for Reallocation from **PURCHASING DEPARTMENT** to **COUNTY ADMIN OPERATION**

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.	TWO TIER BOON	N/A	N/A	Good/ Fair	No <input type="button" value="v"/>	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 _____

Authorized Receiving Department Signature _____

Luz Rojas

Digitally signed by Luz
Rojas
Date: 2025.03.26
11:28:32 -06'00'

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3/26/25
FA 003. Department to Department Transfer



To: **Purchasing Logistics Fixed Asset Section**

From: **PURCHASING DEPARTMENT**

Point of Contact: **Commander Jorge Cardenas**

Date: **03/26/25**

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.	FORD 2007 EXP	134645	1FMFU15517LA72211	Good/ Fair	Yes	No <i>@ Ffrens</i>
2.	GMC 2004 YUK	142927	1GKEC13V24R321148	Excellent	Yes	No <i>L-tunes</i>
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 Owning Department Signature

Dartwon Z. Barnes
Purchasing Logistics Manager

Authorized Receiving Department Signature

Submit Form

3/26/25
FA 003. Department to Department Transfer