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**County of El Paso
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: **COUNCIL OF JUDGES ADMIN**

Point of Contact: **DIANA DELGADILLO**

Date: **07/17/2024**

Re: Items for Surplus from the **COUNCIL OF JUDGES ADMIN** 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 These items are outdated and/or have been replaced.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 CHAIR		BFFBFC	Excellent	No	No
2.	BLACK CHAIR			Excellent	No	No
3.	SURFACE PRO TY			Excellent	No	No
4.	TRIPOD			Excellent	No	No
5.	TRIPOD			Excellent	No	No
6.	TRIPOD			Excellent	No	No
7.	TRIPOD			Excellent	No	No
8.	TRIPOD			Excellent	No	No
9.	STENO CASE			Excellent	No	No
10.	KEYBOARD			Excellent	No	No

Sincerely,

Authorized Signature *Diane Delgadillo*

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **COUNCIL OF JUDGES ADMIN**

Point of Contact: **DIANA DELGADILLO**

Date: **07/17/24**

Re: Items for Surplus from the **COUNCIL OF JUDGES ADMIN** 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	154922	018TNL5011	Excellent	No	No
2.	RADIO CHARGER		30022MKM01004E	Excellent	No	No
3.	ELECTRIC DICTIO	138845	256AQ83UA005045	Excellent	No	No
4.	PHONE STAND			Excellent	No	No
5.	CAMERA	175 791	SD6C250AE5070	Excellent	No Yes	No
6.	PHONE		NTMN34GA70	Excellent	No	No
7.	LIFESIZE PHONE I		RM6C230B2P3E2	Excellent	No	No
8.	BAILIFF RADIO		1018TNJ9759	Excellent	No	No
9.	BAILIFF RADIO		475YCU3986	Excellent	No	No
10.				Excellent	No	No

Sincerely,

Authorized Signature Diane Delgadillo

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **COUNCIL OF JUDGES ADMIN**

Point of Contact: **DIANA DELGADILLO**

Date: **07/17/24**

Re: Items for Surplus from the **COUNCIL OF JUDGES ADMIN** 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.	BAILIFF RADIO		018TNJ9244	Excellent	No	No
2.	BAILIFF RADIO	154920	018TNL4986	Excellent	No	No
3.	BAILIFF RADIO	154896 ^{D 10/18/21}	018TNJ9407	Excellent	No	No
4.	VOICE AMPLIFIER			Excellent	No	No
5.	BAILIFF RADIO		P93ZRC90A2AA	Excellent	No	No
6.	BATTERY CHARG			Excellent	No	No
7.	RADIO ANTENNA			Excellent	No	No
8.	BATTERY CHARG			Excellent	No	No
9.	BATTERY CHARG			Excellent	No	No
10.	BATTERY CHARG			Excellent	No	No

Sincerely,

Authorized Signature *Diane Delgadillo*

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **COUNCIL OF JUDGES ADMIN**

Point of Contact: **DIANA DELGADILLO**

Date: **07/17/24**

Re: Items for Surplus from the **COUNCIL OF JUDGES ADMIN** 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.	REMOTE			Excellent	No	No
2.	BATTERY			Excellent	No	No
3.	BATTERY			Excellent	No	No
4.	BATTERY CHARG			Excellent	No	No
5.	BATTERY			Excellent	No	No
6.	DDR2 MEMORY			Excellent	No	No
7.	RADIO BATTERY		500000D9F00D	Poor/ Damag	No	No
8.	RADIO BATTERY			Excellent	No	No
9.	RADIO BATTERY		5000009C9D9	Poor/ Damag	No	No
10.	RADIO BATTERY			Excellent	No	No

Sincerely,

Authorized Signature *Diane Delgadillo*

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **COUNCIL OF JUDGES ADMIN**

Point of Contact: **DIANA DELGADILLO**

Date: **07/17/24**

Re: Items for Surplus from the **COUNCIL OF JUDGES ADMIN** 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.	RADIO BATTERY			Excellent	No	No
2.	RADIO BATTERY			Excellent	No	No
3.	RADIO BATTERY		500000D9807B	Poor/ Damag	No	No
4.	RADIO BATTERY		50000D9B891	Poor/ Damag	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 *Diane Delgadillo*

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **COUNCIL OF JUDGES ADMIN**

Point of Contact: **DIANA DELGADILLO**

Date: **07/30/24**

Re: Items for Surplus from the **COUNCIL OF JUDGES ADMIN** 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.	MONITOR		MXL723141	Excellent	NO	NO
2.	PROJECTOR			Excellent	NO	NO
3.	PROJECTOR			Excellent	NO	NO
4.	VOICE AMPLIFIER			Excellent	NO	NO
5.	DDR2 MEMORY			Excellent	NO	NO
6.	ROLL OF TAGS			Excellent	NO	NO
7.	RECEIVER			Excellent	NO	NO
8.	CHARGER			Excellent	NO	NO
9.	RECEIVER			Excellent	NO	NO
10.	STENO PAPER HO			Excellent	NO	NO

Sincerely,

Authorized Signature *Diane Delgadillo*

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: COUNCIL OF JUDGES ADMIN

Point of Contact: DIANA DELGADILLO

Date: 07/30/24

Re: Items for Surplus from the COUNCIL OF JUDGES ADMIN 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.	STAPLER			Excellent	NO	NO
2.	PROJECTORSTAPL			Excellent	NO	NO
3.	BRAND-MARTIN		3965501254N32	Excellent	NO	NO
4.	HEDSET			Excellent	NO	NO
5.	AUDIO PROCESSOR			Excellent	NO	NO
6.	ROLL			Excellent	NO	NO
7.	ADAPTER			Excellent	NO	NO
8.	ELECTRIC STAPLER			Excellent	NO	NO
9.				Excellent	NO	NO
10.				Excellent	NO	NO

Sincerely,

Authorized Signature Diane Delgadillo

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: JAIL MAGISTRATE



Point of Contact: CHRISTOPHER BRACKEEN

Date: 09/06/24

Re: Items for Surplus from the JAIL MAGISTRATE



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. ()

	Description	Barcode	VIN/Serial number	Condition	Original Cost	
					Asset > \$5,000	Grants
1.	POLYCAM	170844	AA0A1538A5BC1	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: SHERIFF'S OFFICE

Date: 9/10/24

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.	CHAIR	161461	R	Good/ Fair	▼ No	▼ No	▼
2.	CHAIR	161462	R	Good/ Fair	▼ No	▼ No	▼
3.	CHAIR	180228	R	Good/ Fair	▼ No	▼ No	▼
4.	CHAIR	180496	R	Good/ Fair	▼ No	▼ No	▼
5.	CHAIR	188722	R	Good/ Fair	▼ No	▼ No	▼
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.



To: **Purchasing Logistics Fixed Asset Section**

From: **COUNTY CRIMINAL COURT #1**

Point of Contact: **MARY CARAVEO**

Date: **SEPT. 10, 2024**

Re: Assets to be removed from the **COUNTY CRIMINAL COURT #1** inventory.

Approve and authorize the removal of assets from the respective departments/courts inventory. The department/ courts have exhausted their efforts in trying to find these assets from past inventories. The removed assets were either picked-up on a prior date, disposed in-house, stolen, or lost. (Maximum 100 items)

	Description	Barcode	VIN/Serial Number	Reason	Original Cost		Grant?
					Asset > \$5,000		
1.	ELMO	153642		Pick-Up Price <input type="button" value="v"/>	Yes	No	<input type="button" value="v"/>
2.	LAPTOP	165438		Lost	No	No	<input type="button" value="v"/>
3.	LAPTOP	177400		Pick-Up Price <input type="button" value="v"/>	No	No	<input type="button" value="v"/>
4.	SURFACE	177487		Lost	No	No	<input type="button" value="v"/>
5.				Lost	Yes	Yes	
6.				Lost	Yes	Yes	
7.				Lost	Yes	Yes	
8.				Lost	Yes	Yes	
9.				Lost	Yes	Yes	
10.				Lost	Yes	Yes	

Sincerely,

Authorized Signature 

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **409TH DISTRICT COURT**

Point of Contact: **Armando Reyes Jr (Bailiff)**

Date: **09/11/2024**

Re: Items for Surplus from the **409TH 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.	Xerox workcentre	143824		Good/ Fair	No	No
2.	Chair	188050	↙	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

Armando Reyes Jr
Bailiff 409th DC

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **COUNCIL OF JUDGES ADMIN**

Point of Contact: **Esmeralda Licon**

Date: **09/11/2024**

Re: Items for Surplus from the **COUNCIL OF JUDGES ADMIN** 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.	Wall Speaker	AHK00215		Good/ Fair	No
2.	Speaker Stand	F28039		Good/ Fair	Yes NO
3.				Excellent	Yes
4.				Excellent	Yes
5.				Excellent	Yes
6.				Excellent	Yes
7.				Excellent	Yes
8.				Excellent	Yes
9.				Excellent	Yes
10.				Excellent	Yes

Sincerely,

Authorized Signature *Esmeralda Licon*

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: County Clerk's Office

Date: 9/11/2024

Re: Items for Surplus from Lowwntown/ACCT.DIV.-STE.10 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.	Barcode Scanner	155662	y98cem	Poor/ Damaged	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
2.				Good/ Fair	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
3.				Good/ Fair	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
4.				Good/ Fair	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
5.				Good/ Fair	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
6.				Good/ Fair	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
7.				Good/ Fair	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
8.				Good/ Fair	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
9.				Good/ Fair	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>
10.				Good/ Fair	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/>

Sincerely,

Authorized Signature

Sandra Alfaro 9-11-2024

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: LAW LIBRARY

Point of Contact: Lynn Sanchez

Date: 09/12/24

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.	Color Multiplexer	151183	SN 10060017	Good/ Fair	No	No	
2.	Distribution Amplifier	none	AAL-VGW5	Good/ Fair	No	No	
3.	Camera - security	131647 R	Panasonic WV-CW474A	Good/ Fair	No	No	
4.	Camera - security	none	Panasonic WV-CW474A	Good/ Fair	No	No	
5.	Camera - security	none	Panasonic WV-CW84	Good/ Fair	No	No	
6.	Camera - Security	none	Everfocus EQ350	Poor/ Damag	No	No	
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: **COUNTY COURT AT LAW #6**

Point of Contact: **Isaac Hernandez/Bailiff**

Date: **09/12/2024**

Re: Items for Surplus from the **COUNTY COURT AT LAW #6** 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.	Audio/Visual Equip	None	08997441	Good/ Fair	No	No	
2.	Audio/Visual Equip	None	08936365	Good/ Fair	No	No	
3.	SHURE Mic Mixer	None	SCM810 00064352544	Good/ Fair	No	No	
4.	SHURE SCM820	None	Digital Mixer	Good/ Fair	No	No	
5.	Blk metal cabinet	None	None	Poor/ Damag	No	No	
6.	Blue Exec Chair	0088714 R	None	Good/ Fair	No	No	
7.				Excellent	Yes	Yes	
8.				Excellent	Yes	Yes	
9.				Excellent	Yes	Yes	
10.				Excellent	Yes	Yes	

Sincerely,

Authorized Signature

Isaac Hernandez

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **HUMAN RESOURCES**

Point of Contact: **Deborah Cole**

Date: **8/30/2024**

Re: Items for Reallocation from **HUMAN RESOURCES** 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.	Printer HP	160403	CNCCG4722P	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 Signature Sam Trujillo



To: **Purchasing Logistics Fixed Asset Section**

From: JUSTICE OF THE PEACE #6B

Point of Contact: Margarita Salcido

Date: September 13, 2024

Re: Items for Surplus from the JUSTICE OF THE PEACE #6B 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.	Swingline Commere	182795 R	N/A	Poor/ Damaged	No		No
2.	Royal Electronic Typ	179844 R	N/A	Good/ Fair	No		No
3.	Canon Scanner	174549	N/A	Poor/ Damag	No		No
4.	Canon Scanner	167162	N/A	Poor/ Damag	No		No
5.	Canon Scanner	180558	N/A	Poor/ Damag	No		No
6.	Canon Scanner	167180 R	N/A	Poor/ Damag	No		No
7.	Plantonics Headset	187032 R	N/A	Good/ Fair	No		No
8.	Plantonics Headset	187029 R	N/A	Good/ Fair	No		No
9.	Plantonics Headset	187031 R	N/A	Good/ Fair	No		No
10.	Plantonis Headset	187030 R	N/A	Good/ Fair	No		No

Sincerely,

Authorized Signature

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: JUSTICE OF THE PEACE #6B

Point of Contact: Margarita Salcido

Date: September 13, 2024

Re: Items for Surplus from the JUSTICE OF THE PEACE #6B 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.	Plantonics Headset	187036 R	N/A	Good/ Fair	▼ No		No
2.	Plantonics Headset	187034 R	N/A	Good/ Fair	▼ No	▼ No	▼
3.	Plantonics Headset	187033 R	N/A	Excellent	▼ No	▼ No	▼
4.	2 Grey Cash Boxes	N/A	N/A	Excellent	▼ No	▼ No	▼
5.	6 Keyboards & Mous	N/A	N/A	Good/ Fair	▼ No	▼ No	▼
6.	4 Adding Machines	N/A	N/A	Poor/ Damag	▼ No	▼ No	▼
7.	1 Credit Card Termin	N/A	N/A	Poor/ Damag	▼ No	▼ No	▼
8.				Good/ Fair	▼ No	▼ No	▼
9.				Good/ Fair	▼ No	▼ No	▼
10.				Good/ Fair	▼ No	▼ No	▼

Sincerely,

Authorized Signature

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: AGUA DULCE COMMUNITY CENTER



Point of Contact: Diana Marroquin

Date: 09/16/2024

Re: Items for Surplus from the AGUA DULCE COMMUNITY CENTER 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.	Brother Intelli Fax 28	169645 R	U63274L5J171636	Good/ Fair	No	No	Yes
2.	Sharp MX-M453N	151099	25743 (D) 2/5/24	Poor/ Damag	No		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 Diana Marroquin

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **65TH DISTRICT COURT**

Point of Contact: **Howard L. Capshaw**

Date: **09/17/2024**

Re: Items for Surplus from the **65TH 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.	Grey chair w/wheels	122182		Good/ Fair	No	No	
2.	Misc computer acc.	N/A		Poor/ Damag	No	No	
3.	Telex Soundmate w/	131994		Poor/ Damag	No	No	
4.	RCA TV antenna	N/A		Good/ Fair	No	No	
5.	Fellowes surge prot.	N/A		Poor/ Damag	No	No	
6.	Blk chair w/wheels	N/A		Good/ Fair	No	No	
7.	Plexiglass 2'x3' shield	N/A		Good/ Fair	No	No	
8.	Fellows ppr shredder	138668		Poor/ Damag	No	No	
9.				Excellent	Yes	Yes	
10.				Excellent	Yes	Yes	

Sincerely,

Authorized Signature

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **JAIL MAGISTRATE**



Point of Contact: **CHRISTOPHER BRACKEEN**

Date: **09/16/2024**

Re: Assets to be removed from the **JAIL MAGISTRATE**

inventory.

Approve and authorize the removal of assets from the respective departments/courts inventory. The department/ courts have exhausted their efforts in trying to find these assets from past inventories. The removed assets were either picked-up on a prior date, disposed in-house, stolen, or lost. (Maximum 100 items)

	Description	Barcode	VIN/Serial Number	Reason	Original Cost Asset > \$5,000	Grant?
1.	ALL IN ONE PRINT	198137	TH23K570ZF	Lost	No	No
2.	CONFERENCE CA	165217	1438LZ0J3YL8	Lost	No	No
3.	HDR SMART LED	198136	4033555	Lost	No	No
4.	MONOCHROME L	199297	CNBCK8Y12Q	Lost	No	No
5.				Lost	No	No
6.				Lost	Yes	Yes
7.				Lost	Yes	Yes
8.				Lost	Yes	Yes
9.				Lost	Yes	Yes
10.				Lost	Yes	Yes

Sincerely,

Authorized Signature

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **INFORMATION TECHNOLOGIES**

Point of Contact: **Ruben Ocampo**

Date: **9/12/2024**

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.	Cisco Catalyst 2960	N/A	FOC1403W2J5	Good/ Fair	▼ No	No
2.	Cisco Catalyst 2960	N/A	FOC1348V480	Good/ Fair	▼ No	No
3.	Cisco Catalyst 2960	N/A	FOC1348V4AT	Good/ Fair	▼ No	No
4.	Cisco Catalyst 2960	N/A	FOC1348V4A7	Good/ Fair	▼ No	No
5.	Cisco Catalyst 2960	N/A	FOC1403W2K2	Good/ Fair	▼ No	No
6.	TV			Good/ Fair	▼ 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 Ruben Ocampo

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **INFORMATION TECHNOLOGIES**

Point of Contact: **Ruben Ocampo**

Date: **9/16/2024**

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.	Cisco Catalyst 2960	144231	FOC1325W45X	Good/ Fair	No	No
2.	Cisco Catalyst 2960	132664	FOC1033Z3PT JPD	Good/ Fair	No	No
3.	Cisco Catalyst 2960	152446	FOC1601Z372	Good/ Fair	No	No
4.	Cisco Catalyst 2960	144207	FOC1325V0ZL	Good/ Fair	No	No
5.	Cisco Catalyst 2960	136882	FOC1135Y204 County Election	Good/ Fair	No	No
6.	Cisco Catalyst 2960	152450	FOC1601Z3CR	Good/ Fair	No	No
7.	Cisco Catalyst 2960	152464	FOC1603Z1U4	Good/ Fair	No	No
8.	Cisco Catalyst 2960		FOC1546X393	Good/ Fair	No	No
9.	Cisco Catalyst 2960		FOC0619X1JE	Good/ Fair	No	No
10.	Cisco Catalyst 2960	152465	FOC1603Z1UL	Good/ Fair	No	No

Sincerely,

Authorized Signature Ruben Ocampo



To: **Purchasing Logistics Fixed Asset Section**

From: **INFORMATION TECHNOLOGIES**

Point of Contact: **Ruben Ocampo**

Date: **9/12/2024**

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.	Cisco Catalyst 2960	152448	FOC1601Z39Z	Good/ Fair	No	No
2.	Cisco 1841	N/A	FTX0928W2SS	Good/ Fair	No	No
3.	Cisco Catalyst 3560	N/A	FOC2333Y166	Good/ Fair	No	No
4.	Cisco Catalyst 3560	N/A	FOT1903W00N	Good/ Fair	No	No
5.	Cisco Catalyst 3560	N/A	FOC2106Z4SE	Good/ Fair	No	No
6.	Cisco Catalyst 3560	N/A	FOC2106Z4S7	Good/ Fair	No	No
7.	Cisco Catalyst 3560	N/A	FOC2106Z4QL	Good/ Fair	No	No
8.	Cisco Catalyst 2960	N/A	FOC1348V4B4	Good/ Fair	No	No
9.	Cisco Catalyst 2960	N/A	FOC1348V4YY	Good/ Fair	No	No
10.	Cisco Catalyst 2960	N/A	FOC1348V45S	Good/ Fair	No	No

Sincerely,

Authorized Signature Ruben Ocampo

Submit Form

PALLET #	SERIAL #	Mac Address	TAG#`	DESCRIPTION
1	FOC1325W45X	002651B78E80	144231	Cisco Catalyst 2960
1	FOC1033Z3PT	00192F26BA00	132664	Cisco Catalyst 2960
1	FOC1601Z372	D4A02A7F5F80	152446	Cisco Catalyst 2960
1	FOC1325V0ZL	2651371400.00	144207	Cisco Catalyst 2960
1	FOC1135Y204	001DA1C1D700	136882	Cisco Catalyst 2960
1	FOC1601Z3CR	D4A02A7F8580	152450	Cisco Catalyst 2960
1	FOC1603Z1U4	A45630E4EC00	152464	Cisco Catalyst 2960
1	FOC1546X393	0C85255D4280	N/A	Cisco Catalyst 2960
1	FOC0619X1JE	0009B77D30C0	N/A	Cisco Catalyst 2950
1	FOC1603Z1UL	A45630D19700	152465	Cisco Catalyst 2960
1	FOC1601Z39Z	D4A02A455E00	152448	Cisco Catalyst 2960
1	FTX0928W2SS	N/A	N/A	Cisco 1841
1	FOC2333Y166	F4BD9E952800	N/A	Cisco Catalyst 3560-cx
1	FOT1903W00N	204C9ED15F80	N/A	Cisco Catalyst 3560-cg
1	FOC2106Z4SE	2CABEB486C80	N/A	Cisco Catalyst 3560-cx
1	FOC2106Z4S7	2CABEBEA1A00	N/A	Cisco Catalyst 3560-cx
1	FOC2106Z4QL	2CABEBE99B00	N/A	Cisco Catalyst 3560-cx
1	FOC1348V4B4	9CAFCA5D5C80	N/A	Cisco Catalyst 2960g
1	FOC1348V4YY	9CAFCA862400	N/A	Cisco Catalyst 2960g
1	FOC1348V45S	9CAFCA59C580	N/A	Cisco Catalyst 2960g
1	FOC1403W2J5	EC447686DA80	N/A	Cisco Catalyst 2960g
1	FOC1348V480	9CAFCA4FFD80	N/A	Cisco Catalyst 2960g
1	FOC1348V4AT	9CAFCA755780	N/A	Cisco Catalyst 2960g
1	FOC1348V4A7	9CAFCA755200	N/A	Cisco Catalyst 2960g
1	FOC1403W2K2	EC4476517000	N/A	Cisco Catalyst 2960g





Switch Sanitation Log Disposal

Final Audit Report

2024-09-16

Created:	2024-09-16
By:	Karina Arango (K.Arango@epcountytexas.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjpM_XY683lzC60QA1dhKqlyQUCPdc50y

"Switch Sanitation Log Disposal" History

-  Document created by Karina Arango (K.Arango@epcountytexas.gov)
2024-09-16 - 2:49:24 PM GMT
-  Document emailed to Ruben Ocampo (r.ocampo@epcountytexas.gov) for signature
2024-09-16 - 2:52:21 PM GMT
-  Email viewed by Ruben Ocampo (r.ocampo@epcountytexas.gov)
2024-09-16 - 2:53:20 PM GMT
-  Document e-signed by Ruben Ocampo (r.ocampo@epcountytexas.gov)
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