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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 These items are outdated and/or have been replaced.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 *Diana 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	<del>No</del> Yes	No
6.	PHONE		NTMN34GA70	Excellent	No	No
7.	LIFESIZE PHONE		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 <sup>0 10/18/21</sup>	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	
					Asset > \$5,000	Grants
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 <input type="button" value="v"/>	No	No
8.	RADIO BATTERY			Excellent	No	No
9.	RADIO BATTERY		5000009C9D9	Poor/ Damag <input type="button" value="v"/>	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 Asset > \$5,000	Grants
1.	RADIO BATTERY			Excellent	No	No
2.	RADIO BATTERY			Excellent	No	No
3.	RADIO BATTERY		500000D9807B	Poor/ Damag <input type="button" value="v"/>	No	No
4.	RADIO BATTERY		50000D9B891	Poor/ Damag <input type="button" value="v"/>	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 *Diana 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.	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 STAPL			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 Asset > \$5,000	Grants
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 Asset > \$5,000	Grant?
1.	ELMO	153642		Pick-Up Pric <input type="button" value="v"/>	Yes	No <input type="button" value="v"/>
2.	LAPTOP	165438		Lost	No <input type="button" value="v"/>	No <input type="button" value="v"/>
3.	LAPTOP	177400		Pick-Up Prio <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>
4.	SURFACE	177487		Lost	No <input type="button" value="v"/>	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)

	Description	Barcode	VIN/Serial number	Condition	Original Cost	
					Asset > \$5,000	Grants
1.	Wall Speaker	AHK00215		Good/ Fair	<input type="button" value="v"/> No	<del>Yes</del> <b>NO</b>
2.	Speaker Stand	F28039		Good/ Fair	<input type="button" value="v"/> <del>Yes</del> <b>NO</b>	<del>Yes</del> <b>NO</b>
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 *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 Asset > \$5,000	Grants	
1.	Barcode Scanner	155662	y98cem	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.				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

*Sandra Alfo 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

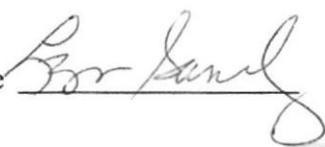
Date: 09/12/24

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	
					Asset > \$5,000	Grants
1.	Color Multiplexer	151183	SN 10060017	Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No
2.	Distribution Amplifier	none	AAL-VGW5	Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No
3.	Camera - security	131647 R	Panasonic WV-CW474A	Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No
4.	Camera - security	none	Panasonic WV-CW474A	Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No
5.	Camera - security	none	Panasonic WV-CW84	Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No
6.	Camera - Security	none	Everfocus EQ350	Poor/ Damag	<input type="button" value="v"/> No	<input type="button" value="v"/> 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 <i>R</i>	None	Good/ Fair	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: **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 Commerce	182795 R	N/A	Poor/ Damaged	No	No	<input checked="" type="checkbox"/>
2. Royal Electronic Typ	179844 R	N/A	Good/ Fair	No	No	<input type="checkbox"/>
3. Canon Scanner	174549	N/A	Poor/ Damag	No	No	<input type="checkbox"/>
4. Canon Scanner	167162	N/A	Poor/ Damag	No	No	<input type="checkbox"/>
5. Canon Scanner	180558	N/A	Poor/ Damag	No	No	<input type="checkbox"/>
6. Canon Scanner	167180 R	N/A	Poor/ Damag	No	No	<input type="checkbox"/>
7. Plantonics Headset	187032 R	N/A	Good/ Fair	No	No	<input type="checkbox"/>
8. Plantonics Headset	187029 R	N/A	Good/ Fair	No	No	<input type="checkbox"/>
9. Plantonics Headset	187031 R	N/A	Good/ Fair	No	No	<input type="checkbox"/>
10. Plantonis Headset	187030 R	N/A	Good/ Fair	No	No	<input type="checkbox"/>

Sincerely,

Authorized Signature 

**Submit Form**



To: **Purchasing Logistics Fixed Asset Section**

From: JUSTICE OF THE PEACE #6B

Point of Contact: Margarita Salcido

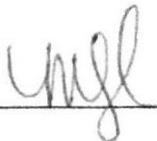
Date: September 13, 2024

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	
					Asset > \$5,000	Grants
1.	Plantonics Headset	187036 R	N/A	Good/ Fair	<input type="checkbox"/> No	<input type="checkbox"/> No
2.	Plantonics Headset	187034 R	N/A	Good/ Fair	<input type="checkbox"/> No	<input type="checkbox"/> No
3.	Plantonics Headset	187033 R	N/A	Excellent	<input type="checkbox"/> No	<input type="checkbox"/> No
4.	2 Grey Cash Boxes	N/A	N/A	Excellent	<input type="checkbox"/> No	<input type="checkbox"/> No
5.	6 Keyboards & Mous	N/A	N/A	Good/ Fair	<input type="checkbox"/> No	<input type="checkbox"/> No
6.	4 Adding Machines	N/A	N/A	Poor/ Damag	<input type="checkbox"/> No	<input type="checkbox"/> No
7.	1 Credit Card Termi	N/A	N/A	Poor/ Damag	<input type="checkbox"/> No	<input type="checkbox"/> No
8.				Good/ Fair	<input type="checkbox"/> No	<input type="checkbox"/> No
9.				Good/ Fair	<input type="checkbox"/> No	<input type="checkbox"/> No
10.				Good/ Fair	<input type="checkbox"/> No	<input type="checkbox"/> 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 Asset > \$5,000	Grants
1.	Brother Intelli Fax 28	169645 R	U63274L5J171636	Good/ Fair <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>
2.	Sharp MX-M453N	151099	25743 (D) 2/5/24	Poor/ Damag <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,

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	
				Asset > \$5,000	Grants
1. Grey chair w/wheels	122182 <i>R</i>		Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No
2. Misc computer acc.	N/A		Poor/ Damag	<input type="button" value="v"/> No	<input type="button" value="v"/> No
3. Telex Soundmate w/	131994 <i>D</i>		Poor/ Damag	<input type="button" value="v"/> No	<input type="button" value="v"/> No
4. RCA TV antenna	N/A		Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No
5. Fellowes surge prot.	N/A		Poor/ Damag	<input type="button" value="v"/> No	<input type="button" value="v"/> No
6. Blk chair w/wheels	N/A		Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No
7. Plexiglass 2'x3' shield	N/A		Good/ Fair	<input type="button" value="v"/> No	<input type="button" value="v"/> No
8. Fellowes ppr shredder	138668 <i>R</i> 138658		Poor/ Damag	<input type="button" value="v"/> No	<input type="button" value="v"/> 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 <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
2.	CONFERENCE CA	165217	1438LZ0J3YL8	Lost	No <input type="checkbox"/>	No <input type="checkbox"/>
3.	HDR SMART LED	198136	4033555	Lost	No <input type="checkbox"/>	No <input type="checkbox"/>
4.	MONOCHROME L	199297	CNBCK8Y12Q	Lost	No <input type="checkbox"/>	No <input type="checkbox"/>
5.				Lost <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
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: **9/16/2024**

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.	<del>Cisco Catalyst 2960</del>	<del>132664</del>	<del>FOC1033Z3PT</del> JPD	<del>Good/ Fair</del>	<del>No</del>	<del>No</del>
3.	Cisco Catalyst 2960	152446	FOC1601Z372	Good/ Fair	No	No
4.	Cisco Catalyst 2960	144207	FOC1325V0ZL	Good/ Fair	No	No
5.	<del>Cisco Catalyst 2960</del>	<del>136882</del>	<del>FOC1135Y204</del> County El Paso	<del>Good/ Fair</del>	<del>No</del>	<del>No</del>
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
<del>1</del>	<del>FOC1033Z3PT</del>	<del>00192F268A00</del>	<del>132664</del>	<del>Cisco Catalyst 2960</del>
1	FOC1601Z372	D4A02A7F5F80	152446	Cisco Catalyst 2960
1	FOC1325V0ZL	2651371400.00	144207	Cisco Catalyst 2960
<del>1</del>	<del>FOC1135Y204</del>	<del>001DA1C1D700</del>	<del>136882</del>	<del>Cisco Catalyst 2960</del>
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)  
Signature Date: 2024-09-16 - 2:53:45 PM GMT - Time Source: server
-  Agreement completed.  
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