



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor, Purchasing
GALVESTON, TEXAS 77550
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB
ASST. PURCHASING AGENT

September 24, 2024

Honorable County Judge
And Commissioners' Court
County Courthouse
Galveston, Texas

Re: Request to Sell Surplus or Salvage Property – Various Entities

Gentlemen,

It is requested that the Commissioners' Court grant authorization sell the following vehicles to the Dickinson Independent School District, Odyssey Academy, Hitchcock ISD and Hitchcock ISD PD per the guidelines referenced in the Texas Local Government Code, Section 263.152, Disposition, item (a), sub-item (1)

"periodically sell the county's surplus or salvage property by competitive bid or auction, except that competitive bidding or an auction is not necessary if the purchaser is another county or a political subdivision within the county that is selling the surplus or salvage property."

The property listed below was previously approved as surplus and has been scheduled to be auctioned:

- **Hitchcock ISD**
One (1) 2012 Ford F250
Unit #C4210, FAID 31636
VIN#1FT7X2AT1CEC12783
- **Hitchcock ISD PD**
One (1), 2018 Chevy Tahoe
Unit #C3813, FAID 32379
VIN#1GNLCDEC3JR332436
- **Hitchcock ISD PD**
One (1) 2019 Chevy Tahoe
Unit C3908, FAID 32645
VIN#1GNLCDKC0KR323005
- **Dickinson Independent School District**
One (1) 2018 Chevy Tahoe
Unit #C3811, FAID 32378
VIN#1GNLCDEC0JR335164
- **Dickinson Independent School District**
One (1) 2019 Chevy Tahoe
Unit #C3914, FAID 32631
VIN#1GNLCDEC5KR305059

Request to Sell Surplus or Salvage Property – Various Entities
(Continued)

- **Odyssey Academy**

One (1) 2019 Chevy Tahoe
Unit #C3912, FAID 32630
VIN#1GNLCDEC9KR303542

One (1) 2018 Chevy Tahoe
Unit #C3810, FAID 32372
VIN#1GNLCDEC8JR332206

It is further requested that the Commissioners' Court determine the pricing to reflect on the invoices to be forwarded to the requesting agencies.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,



Rufus G. Crowder, CPPO, CPPB
Purchasing Agent
County of Galveston

Nolan, Edward

From: Nolan, Edward
Sent: Monday, September 16, 2024 1:07 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 09/30/2024: 172111 Fleet - (7) Education & Police Dept Donations - 20240930
Attachments: 172111 Fleet - (6) Education Donations - 20240930.pdf

Good afternoon,

It has been requested that the seven vehicle assets below be placed on the next available commissioners court agenda for requested sale at nominal cost to the requested agencies: **(172111 Fleet - (7) Education & Police Dept Donations - 20240930.pdf)**

FAID	UNIT	VIN	Desc	Desc
32378	C3811	1GNLCDEC0JR335164	2018 Chev Tahoe	Sale to Dickinson ISD
32631	C3914	1GNLCDEC5KR305059	2019 Chev Tahoe	Sale to Dickinson ISD
32372	C3810	1GNLCDEC8JR332206	2018 Chev Tahoe	Sale to Odyssey Academy
32630	C3912	1GNLCDEC9KR303542	2019 Chev Tahoe	Sale to Odyssey Academy
31636	C4210	1FT7X2AT1CEC12783	2012 Ford F250	Sale to Hitchcock ISD
32379	C3813	1GNLCDEC3JR332436	2018 Chev Tahoe	Donation to Hitchcock ISD PD
32645	C3908	1GNLCDKC0KR323005	2019 Chev Tahoe	Donation to Hitchcock ISD PD

Thanks!

Edward Nolan
Purchasing Asset Coordinator
Galveston County Purchasing Department
(409) 770-5417
(409) 621-7991 Fax
Edward.Nolan@co.galveston.tx.us

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FAID	UNIT	VIN	Desc	Desc
32378	C3811	1GNLCDEC0JR335164	2018 Chev Tahoe	Sale to Dickinson ISD
32631	C3914	1GNLCDEC5KR305059	2019 Chev Tahoe	Sale to Dickinson ISD

32372	C3810	1GNLCDEC8JR332206	2018 Chev Tahoe	Sale to Odyssey Academy
32630	C3912	1GNLCDEC9KR303542	2019 Chev Tahoe	Sale to Odyssey Academy

31636	C4210	1FT7X2AT1CEC12783	2012 Ford F250	Sale to Hitchcock ISD
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32379	C3813	1GNLCDEC3JR332436	2018 Chev Tahoe	Donation to Hitchcock ISD PD
32645	C3908	1GNLCDKC0KR323005	2019 Chev Tahoe	Donation to Hitchcock ISD PD

9/16/'24 8:02 AM



The County of Galveston

Road and Bridge Department
Seawall Maintenance Department
Bolivar Peninsula Beach Maintenance
Fleet Service Department
Lee Crowder, Road Administrator Office 281-534-5152

Date: August 28, 2024

To: Rufus Crowder
Purchasing Agent

From: Lee Crowder
Road Administrator

Re: **Recommendation to Donate Surplus Vehicles**

Please consider the request from the Dickinson ISD Superintendent for the donation of two retired Galveston County assets. The requested vehicles are necessary for the school's operations due to their increase in security positions and will be utilized as security vehicles. The Fleet Department has determined both vehicles to be surplus and has scheduled them to be auctioned in accordance with the Galveston County Safety Manual Policy HR016 B1, prior to receiving the attached request.

- Unit# C3811 2018 Chevrolet Tahoe VIN# 1GNLCDEC0JR335164 FAID# 32378
- Unit# C3914 2018 Chevrolet Tahoe VIN# 1GNLCDEC5KR305059 FAID# 36321



2218 FM 517 E
P.O. Drawer Z
Dickinson, TX 77539
281.229.6000

Superintendent's Office

September 11, 2023

Galveston County Sheriff's Department
Sheriff Henry Trochesset
601 54th Street
Galveston, TX 77551

RE: Galveston County Property Transfer

Dear Sherrif Trochesset:

Dickinson ISD is responsible for the safety of 12,577 students in Galveston County. During the 88th Legislative Session, HB 3 was passed, and it requires armed security at all campuses. Unfortunately, the insubstantial increase by legislators to our district safety allotment is insufficient to pay for existing safety expenditures and seven additional deputies and vehicles. While school marshals and guardians are recommended options, they are not the direction DISD wants to pursue to meet the HB 3 requirements. We have had a successful partnership with the Galveston County Sheriff's Department for over a decade, and our goal is to maintain continuity and consistency. At our August 31, 2023 Board of Trustees Meeting, a Resolution to Declare a Good Cause Exception from HB 3 was approved. We have added local funds to our 2023-2024 operating budget for four additional Galveston County School Liaison Officers, and we plan to rotate them between the campuses that are currently without armed security (six elementary campuses and Dickinson Continuation Center).

I cannot imagine Dickinson ISD without the support of our Galveston County officers, and I am writing today to request consideration for purchasing surplus vehicles for these four Student Liaison Officers to use. Officers assigned to our elementary campuses (Grades PreK-3) will not be making arrests or transporting students to the Galveston County jail. The purchase of Galveston County surplus law enforcement vehicles would allow us to add the deputies and provide them with a vehicle so that we fulfill our HB 3 Good Cause Exception Plan and move towards compliance with the new state law. This would create safer environments on campus for students, parents, and employees all located in Galveston County.

We greatly appreciate your support in our efforts to provide for the public safety of Dickinson ISD. Your partnership and support are greatly appreciated, and it has made a positive impact on our district and community.

Please contact me or Robert Cobb, DISD Assistant Superintendent, if you need additional information or if we need to pursue this request for surplus vehicles with someone else in Galveston County Government. Thank you for your consideration of this request, and I look forward to hearing from you soon.

Respectfully,

A handwritten signature in black ink that reads "C. Voelkel".

Carla Voelkel, Superintendent



ASSET DISPOSAL REPORT

DATE: 9/13/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111, Fleet Management

Department No. & Name, Department Asset Custodian Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

☐ Auction

Date

☐ Theft

Date

(Attach the Law Enforcement Agency Theft Report)

☐ Destroyed by

☐ Natural Disaster

Date

☐ Traffic Accident

Date

☐ Trade-In

Date

☒ Donated

Date

Agency receiving donation: Dickinson ISD

Disposal of: 32378

FAID No.

Reason for disposal: Replaced due to age & mileage

Serial No./VIN #: 1GNLCDEC0JR335164

From: 172111, Fleet Management
Department No. & Name

Location: 3111 NICHOLS DICKINSON TX 77539
Building, Floor, Suite, or Room No.

Comments: FLEET RECOMMENDS AUCTION

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

9/16/2024
Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager



ASSET DISPOSAL REPORT

DATE: 9/13/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111, Fleet Management

Department No. & Name, Department Asset Custodian Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

☐ Auction _____
Date

☐ Theft _____ (Attach the Law Enforcement Agency Theft Report)
Date

☐ Destroyed by
☐ Natural Disaster _____
Date
☐ Traffic Accident _____
Date

☐ Trade-In _____
Date

☒ Donated _____ Agency receiving donation: Dickinson ISD
Date

Disposal of: ~~3632F~~ 32631
FAID No.

Reason for disposal: Replaced due to age & mileage

Serial No./VIN #: 1GNLCDEC5KR305059

From: 172111, Fleet Management
Department No. & Name

Location: 3111 NICHOLS DICKINSON TX 77539
Building, Floor, Suite, or Room No.

Comments: FLEET RECOMMENDS AUCTION

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9/16/2024
Date Form Processed

Fixed Asset Property Manager

9/16/'24 8:02 AM



The County of Galveston

Road and Bridge Department
Seawall Maintenance Department
Bolivar Peninsula Beach Maintenance
Fleet Service Department
Lee Crowder, Road Administrator Office 281-534-5152

Date: August 28, 2024

To: Rufus Crowder
Purchasing Agent

From: Lee Crowder 
Road Administrator

Re: Recommendation to Donate Surplus Vehicles

Please consider the request from the Odyssey Academy for the donation of two retired Galveston County assets. The requested vehicles are necessary for the school's operations and will be utilized as security vehicles. The Fleet Department has determined both vehicles to be surplus and has scheduled them to be auctioned in accordance with the Galveston County Safety Manual Policy HR016 B1, prior to receiving the attached request.

- Unit# C3810 2018 Chevrolet Tahoe VIN# 1GNLCDEC8JR332206 FAID# 32372
- Unit# C3912 2018 Chevrolet Tahoe VIN# 1GNLCDEC9KR303542 FAID# 32630



July 11, 2024

Re: Galveston County Property Transfer

To Whom It May Concern,

I am writing to express my gratitude to the County of Galveston for considering Odyssey Academy Public Charter Schools for the purchase of a surplus vehicle. Odyssey Academy has three campuses located in Galveston, Texas City, and Webster which serve 1,800 students. Due to concern of our students' safety, Odyssey Academy has contracted with Galveston County for Sheriff's Deputies for our campuses. For the past few years, we have contracted with the County for one deputy, with the addition of the second deputy we will need second vehicle.

We greatly appreciate your support in our efforts to provide for the safety of Odyssey Academy students. Your support will have a lasting impact on the education of our students and the thriving of Galveston County. If there is any further information needed from me, please do not hesitate to contact me.

Respectfully,

Matthew Sherman
Business & Operations Officer

THE ROBERT A. MOSBACHER, SR. ODYSSEY ACADEMY

2412 61ST STREET, GALVESTON, TEXAS

PHONE (409) 750

FAX (409) 750 3100 WWW.ODYSSEYACADEMY.COM



ASSET DISPOSAL REPORT

DATE: 9/13/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111, Fleet Management [Signature]
Department No. & Name, Department Asset Custodian (Authorized Signature)

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

☐ Auction _____
Date

☐ Theft _____ (Attach the Law Enforcement Agency Theft Report)
Date

☐ Destroyed by
☐ Natural Disaster _____
Date
☐ Traffic Accident _____
Date

☐ Trade-In _____
Date

☒ Donated _____ Agency receiving donation: Odyssey Academy
Date

Disposal of: 32372
FAID No.

Reason for disposal: Replaced due to age & mileage

Serial No./VIN #: 1GNLCDEC8JR332206

From: 172111, Fleet Management Location: 3111 NICHOLS DICKINSON TX 77539
Department No. & Name Building, Floor, Suite, or Room No.

Comments: FLEET RECOMMENDS AUCTION

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9/16/2024
Date Form Processed

[Signature]
Fixed Asset Property Manager



ASSET DISPOSAL REPORT

DATE: 9/13/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111, Fleet Management

Department No. & Name, Department Asset Custodian, Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

☐ Auction

Date

☐ Theft

Date

(Attach the Law Enforcement Agency Theft Report)

☐ Destroyed by

☐ Natural Disaster

Date

☐ Traffic Accident

Date

☐ Trade-In

Date

☒ Donated

Date

Agency receiving donation: Odyssey Academy

Disposal of: **32630**

FAID No.

Reason for disposal: Replaced due to age & mileage

Serial No./VIN #: 1GNLCDEC9KR303542

From: 172111, Fleet Management

Department No. & Name

Location: 3111 NICHOLS DICKINSON TX 77539

Building, Floor, Suite, or Room No.

Comments: FLEET RECOMMENDS AUCTION

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9/16/2024
Date Form Processed

[Signature]
Fixed Asset Property Manager

9/16/'24 8:03 AM



The County of Galveston

Road and Bridge Department
Seawall Maintenance Department
Bolivar Peninsula Beach Maintenance
Fleet Service Department
Lee Crowder, Road Administrator Office 281-534-5152

Date: September 13, 2024

To: Rufus Crowder
Purchasing Agent

From: Lee Crowder
Road Administrator

Re: Recommendation to Donate Surplus Vehicles

Please consider the request from the Hitchcock ISD for the donation of one retired Galveston County asset. The requested vehicle is necessary for the department's operations. The Fleet Department has determined both vehicles to be surplus and has scheduled them to be auctioned in accordance with the Galveston County Safety Manual Policy HR016 B1, prior to receiving the attached request.

- Unit# C4210 2012 Ford F250 VIN#1FT7X2AT1CEC12783 FAID# 31636

Hitchcock INDEPENDENT SCHOOL DISTRICT

7801 Neville Rd., Hitchcock, Texas 77563

(409) 316-6545 | (409) 986-5141 Fax

Dear Galveston County Fleet,

The Hitchcock Independent School District Maintenance Department has found ourselves in need of more maintenance vehicles. The vehicles currently in our fleet are either breaking down, has excessive mileage, or are no longer dependable. I am requesting 1 vehicle that is otherwise set for auction, which is known and currently listed as follows:

Asset # C4210 2012 Ford F250, VIN: 1FT7XZAT1CEC12783

The Tax Identification Number for Hitchcock Independent School District is 74-6001099.

I thank you for your time and consideration in helping the Hitchcock ISD Maintenance Department fulfill the needs of a vehicle so that we may continue to serve the district community.

Sincerely,

Chris Armacost
Director of Technology, Facilities, and Operations
409-682-5809
carmacost@hitchcockisd.org



ASSET DISPOSAL REPORT

DATE: 9/13/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111, Fleet Management

Department No. & Name, Department Asset Custodian Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

☐ Auction

Date

☐ Theft

Date

(Attach the Law Enforcement Agency Theft Report)

☐ Destroyed by

☐ Natural Disaster

Date

☐ Traffic Accident

Date

☐ Trade-In

Date

☒ Donated

Date

Agency receiving donation: Hitchcock ISD

Disposal of: 31636

FAID No.

Reason for disposal: Replaced due to age & mileage

Serial No./VIN #: 1FT7X2AT1CEC12783

From: 172111, Fleet Management

Department No. & Name

Location: 3111 NICHOLS DICKINSON TX 77539

Building, Floor, Suite, or Room No.

Comments: FLEET RECOMMENDS AUCTION

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9/16/2024
Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager

9/16/'24 8:03 AM



The County of Galveston

Road and Bridge Department
Seawall Maintenance Department
Bolivar Peninsula Beach Maintenance
Fleet Service Department
Lee Crowder, Road Administrator Office 281-534-5152

Date: September 13, 2024

To: Rufus Crowder
Purchasing Agent

From: Lee Crowder
Road Administrator

Re: Recommendation to Donate Surplus Vehicles

Please consider the request from the Hitchcock ISD Police Department for the donation of two retired Galveston County assets. The requested vehicles are necessary for the department's operations due to their increase in security positions and will be utilized as law enforcement vehicles. The Fleet Department has determined both vehicles to be surplus and has scheduled them to be auctioned in accordance with the Galveston County Safety Manual Policy HR016 B1, prior to receiving the attached request.

- Unit# C3813 2018 Chevrolet Tahoe VIN#1GNLCDEC3JR332436 FAID# 32379
- Unit# C3908 2019 Chevrolet Tahoe VIN#1GNLCDKC0KR323005 FAID# 32645



HITCHCOCK ISD POLICE DEPARTMENT

6629 FM 2004 • Hitchcock, TX 77563 • 409 • 316-6555

Ryan Zuniga – Interim Chief of Police



Dear Galveston County Fleet,

The Hitchcock Independent School District Police Department has found ourselves in need of more patrol units. The vehicles currently in our fleet are either breaking down, has excessive mileage, or are no longer dependable for long athletic road trips that our officers take to ensure the safety of our students. I am humbly requesting 2 patrol units that are otherwise set for auction, one of which is known and currently listed as follows:

Unit # C3813 2018 Chevy Tahoe, VIN: 1GNLCDEC3JR332436

The Tax Identification Number for Hitchcock Independent School District is 74-6001099.

I thank you for your time and consideration in helping the Hitchcock ISD Police Department fulfill the needs of patrol units so that we may continue to serve the district community.

Sincerely,

Ryan Zuniga
Interim Chief of Police
Hitchcock ISD Police Department
(409) 986-6555



HITCHCOCK ISD POLICE DEPARTMENT

6629 FM 2004; Hitchcock TX 77563 (409) 316-6555

Ryan Zuniga Interim Chief of Police



Dear Galveston County Fleet,

The Hitchcock Independent School District Police Department has found ourselves in need of more patrol units and a training unit. The vehicles currently in our fleet are either breaking down, has excessive mileage, no longer dependable for long athletic road trips that our officers take to ensure the safety of our students, or for our officers to take trips in a dependable training vehicle. I am humbly requesting the below vehicle that are otherwise set for auction, one of which is known and currently listed as follows:

Unit # C3908 2019 Chevy Tahoe, VIN: 1GNLCKKC0KR323005

The Tax Identification Number for Hitchcock Independent School District is 74-6001099.

I thank you for your time and consideration in helping the Hitchcock ISD Police Department fulfill the needs of patrol units so that we may continue to serve the district community.

Sincerely,

Ryan Zuniga
Interim Chief of Police
Hitchcock ISD Police Department
(409) 986-6555

Before you begin, For guidance related to the purpose of Form W-9, see **Purpose of Form**, below.

- 1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Hitchcock Independent School District

- 2 Business name/disregarded entity name, if different from above.

Print or type.
See Specific Instructions on page 3.

- 3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate
☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)
Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☒ Other (see instructions)

Public Education

- 3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

- 5 Address (number, street, and apt. or suite no.). See instructions.

7801 Neville Ave

6 City, state, and ZIP code

Hitchcock Texas 77563

- 7 List account number(s) here (optional)

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person

[Signature]

Date

8/7/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form



ASSET DISPOSAL REPORT

DATE: 9/13/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111 Fleet Management [Signature]
Department No. & Name, Department Asset Custodian Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

- ☐ Auction _____
Date
- ☐ Theft _____ (Attach the Law Enforcement Agency Theft Report)
Date
- ☐ Destroyed by
☐ Natural Disaster _____
Date
☐ Traffic Accident _____
Date
- ☐ Trade-In _____
Date
- ☒ Donated _____ Agency receiving donation: Hitchcock ISD Police
Date

Disposal of: 32379
FAID No.

Reason for disposal: Replaced due to age & mileage

Serial No./VIN #: 1GNLCDEC3JR332436

From: 172111, Fleet Management
Department No. & Name

Location: 3111 NICHOLS DICKINSON TX 77539
Building, Floor, Suite, or Room No.

Comments: FLEET RECOMMENDS AUCTION

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

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9/16/2024
Date Form Processed

[Signature]
Fixed Asset Property Manager



ASSET DISPOSAL REPORT

DATE: 9/13/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111, Fleet Management

Department No. & Name, Department Asset Custodian Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

☐ Auction

Date

☐ Theft

Date

(Attach the Law Enforcement Agency Theft Report)

☐ Destroyed by

☐ Natural Disaster

Date

☐ Traffic Accident

Date

☐ Trade-In

Date

☒ Donated

Date

Agency receiving donation: Hitchcock ISD Police

Disposal of: 32645

FAID No.

Reason for disposal: Replaced due to age & mileage

Serial No./VIN #: 1GNLCDKC0KR323005

From: 172111, Fleet Management
Department No. & Name

Location: 3111 NICHOLS DICKINSON TX 77539
Building, Floor, Suite, or Room No.

Comments: FLEET RECOMMENDS AUCTION

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

9/16/2024
Date Form Processed

Edward G. White
Fixed Asset Property Manager