



THE COUNTY OF GALVESTON

FRANK RODRIGUEZ
PURCHASING AGENT

ASHLEY CLARK
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street), Fifth (5th) Floor
Galveston, Texas 77550
(409) 770-5371

August 17, 2026

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

Re: Disposal of Salvage or Surplus Property

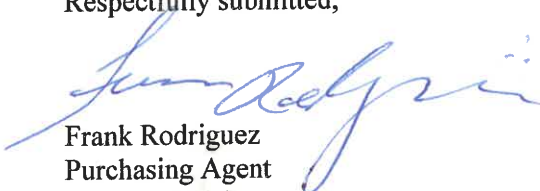
Gentlemen,

It is requested that authorization be granted to dispose of the salvage and/or surplus property items represented on the attached awaiting disposal (AD) list. This request is per the instructions outlined in the Texas Local Government Code, section 263.152, Disposition.

These items will be placed on the GovDeals website or other authorized means of disposal within 30 days after authorization is granted and efforts to transfer them to other departments have been exhausted.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,


Frank Rodriguez
Purchasing Agent
County of Galveston

Nolan, Edward

From: Nolan, Edward
Sent: Thursday, August 6, 2026 4:48 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 8/17/2026: 151800, Purchasing office items 20260817
Attachments: 151800, Purchasing office items 20260817.pdf

Good morning,

Could we please place the following property items on the next available commissioners court for salvage: **(151800, Purchasing office items 20260817.pdf)**:

#	Qty	FAID	Make	Description	Condition/Notes
1	2	N/A	HP	Scanners	Possibly working
2	1			Desk	
3	1			Credenza	
4	4			Black stackable chairs	
5	1		Avery	Label printer	in box
6	5+			Keyboard trays	various conditions
7				8 Boxes of office desk equip	See items below
8	4			Boxes of paper and file sorters	
9	10+			Keyboards	
10	1			clock	
11	3+		Altec	Speaker sets for PC	
12				Cables and misc items	
13					

Thanks!

**PURCHASING
DEPARTMENT**



Edward Nolan

Sourcing Manager - Assets

722 Moody, 5th floor, Galveston, TX 77550 Main: 409/770-5417
✉ Edward.Nolan@co.galveston.tx.us 🌐 Galvestoncountytx.gov

Ensuring Fair Access, Real Value, and Local Impact in County Purchasing



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 8/6/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Francisco Rodriguez 151800, Purchasing
Authorized Signature Print Name Department/Division

Re: Pre-disposal disclosure

Method of Disposal: ☐ Destroy ☐ Scrap ☐ Salvage Starting Bid \$

Please describe the item to the best of your knowledge. Please list any and all defects.

Disposal of FAID No: N/A Description: See attached sheet

Make: Model:

Serial/VIN: Year: Color:

Description of Use: Office furniture / office equipment

Reason for Disposal: No longer needed / replaced

Is this item currently in sound working condition? ☒ Yes ☐ No

If no, please describe and list all defects.

Other:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

8/6/2026
Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager



PROPERTY DISPOSAL REPORT

DATE: 08/06/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 151800, Purchasing Francisco Rodriguez
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: _____
Date

Disposal of: N/A -- see attached sheet
FAID No. & Description

Reason for disposal: Office furniture / office equipment

Serial No./VIN #: See attached sheet

From: 151800, Purchasing Location: 5th Floor, Old Courthouse
Department No. & Name Building, Floor, Suite, or Room No.

Comments: _____

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

8/6/2026
Date Form Processed

Edward G. [Signature]
Fixed Asset Property Manager

#	Qty	FAID	Make	Description	Condition/Notes
1	2	N/A	HP	Scanners	Possibly working
2	1			Desk	
3	1			Credenza	
4	4			Black stackable chairs	
5	1		Avery	Label printer	in box
6	5+			Keyboard trays	various conditions
7				8 Boxes of office desk equip	See items below
8	4			Boxes of paper and file sorters	
9	10+			Keyboards	
10	1			clock	
11	3+		Altec	Speaker sets for PC	
12				Cables and misc items	
13					
14					
15					
16					

