



THE COUNTY OF GALVESTON

VERONICA VAN HORN
INTERIM 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

July 1, 2025

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 or entities is exhausted.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in blue ink, reading "Veronica Van Horn", is written over the typed name.

Veronica Van Horn
Interim Purchasing Agent
County of Galveston



PROPERTY DISPOSAL REPORT

DATE: 07/01/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 159100, Information Technology Margo Ihde

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:

Disposal of: N/A - 12 desks / 15 rolling chairs

FAID No. & Description

Reason for disposal: Replaced furniture

Serial No./VIN #: _____

From: 159100, Information Technology Location: 722 Moody

Department No. & Name

Building, Floor, Suite, or Room No.

Comments: _____

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

7/1/2025
Date For: Processed

[Signature]
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 07/01/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Margo Ihde Margo Ihde 159100, Information Technology
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: 12 desks / 15 rolling chairs

Make: ☐ Model: ☐

Serial/VIN: ☐ Year: ☐ Color: ☐

Description of Use: Furniture

Reason for Disposal: Replaced furniture

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

If no, please describe and list all defects.

Other: ☐

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PURCHASING DEPARTMENT USE ONLY

7/1/2025
Date Form Processed

[Signature]
Fixed Asset Property Manager

