



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

August 4, 2025

Honorable County Judge
Honorable County Commissioners' Court
Galveston County Courthouse
Galveston, Texas 77550

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,

A handwritten signature in cursive script that reads "Veronica Van Horn".

Veronica Van Horn
Interim Purchasing Agent

Dickey, Tammy

From: Nolan, Edward
Sent: Tuesday, July 29, 2025 3:42 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 08/04/2025: 291010 Emergency Management 20250804 trailer
Attachments: 291010 Emergency Management 20250804 trailer.pdf

Good afternoon,

Could we please place the following asset on the next available commissioners court appropriate removal as surplus: **(291010 Emergency Management 20250804 trailer.pdf)**:

#	FAID	Unit	VIN	Desc	Notes
1	27114	MOC-1	1WC200L2X42051664	2004 WELLS CARGO EW242W	Damaged by Hurricane Beryl; Obsolete & non-functional

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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ASSET DISPOSAL REPORT

DATE: 7/23/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 291010 Emergency Management Brad Burness

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: 27114 - Mobile Command Trailer

FAJD No.

Reason for disposal: Damaged by Hurricane Beryl

Serial No./VIN #: 1WC200L2X42051664

From: 291010 Emergency Management Location: 1353 FM 646 Rd West, Dickinson

Department No. & Name

Building, Floor, Suite, or Room No.

Comments:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

7/29/2025
Date Form Processed

[Signature]
Fixed Asset Property Manager



GENERAL ASSET PRE-DISPOSAL DISCLOSURE FORM

Date: 7/23/2025

To: ~~Purchasing Department~~, Attention: ~~Fixed Asset~~ Property Manager

From:  **Brad Burness** **291010 Emergency Management**
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: 27114 Description: Mobile Command Trailer

Make: **WELLS CARGO** Model: **EW242W**

Serial/VIN: 1WC200L2X42051664 Year: 2004 Color: White

Description of Use: Mobile Command - Emergency Operations Center

Reason for Disposal: Damaged by Hurricane Beryl

Is this item currently in sound working condition? Yes X No

If no, please describe and list all defects.


Damage to roof and accessories/equipment. Obsolete and non-functional.

Other: _____

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DEPARTMENT USE ONLY

 Fixed Asset Property Manager

IONS



GALVESTON COUNTY

EMERGENCY
MANAGEMENT

www.gcoem.org

LEVELING JACK



Dickey, Tammy

From: Nolan, Edward
Sent: Tuesday, July 29, 2025 4:19 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 08/04/2025: 151300 Auditors Surp 20250804
Attachments: 151300 Auditors Surp 20250804.pdf

Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: **(151300 Auditors Surp 20250804.pdf)**:

#	Qty	FAID	Make	Model	Serial #	Description
1	2					Conference table
2	6					Office Chairs
3	15					Small black chairs
4	40					Rolling chairs
5	3					Book shelves
6	1					Table
7	6					Calculators
8	11					File sorters
9	3					Keyboards
10	1					Type writer
11	1					HP Printer
12	1					Pot
13	1					HP Scanner
14	10					2-hole puncher
15	5					Monitor risers

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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PROPERTY DISPOSAL REPORT

DATE: 7/29/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 151300 Auditors Sergio Cruz
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 - misc office items (see attached list)
FAID No. & Description

Reason for disposal: No longer needed - surplus

Serial No./VIN #: _____

From: 151300 Auditors Location: 722 Moody, STE 4 Auditor's Office
Department No. & Name Building, Floor, Suite, or Room No.

Comments: _____

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PURCHASING DEPARTMENT USE ONLY

7/29/2025
Date Form Processed

[Signature]
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 7/29/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Sergio Cruz Sergio Cruz 151300 Auditors
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 list

Make: Model:

Serial/VIN: Year: Color:

Description of Use: Office surplus items - see attached list

Reason for Disposal: surplus / no longer needed

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

7/29/2025
Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager

#	Qty	FAID	Make	Model	Serial #	Description	Condition/Notes
1	2					Conference table	
2	6					Office Chairs	
3	15					Small black chairs	
4	40					Rolling chairs	
5	3					Book shelves	
6	1					Table	
7	6					Calculators	
8	11					File sorters	
9	3					Keyboards	
10	1					Type writer	
11	1					HP Printer	
12	1					Pot	
13	1					HP Scanner	
14	10					2-hole puncher	
15	5					Monitor risers	
16							







