



## THE COUNTY OF GALVESTON

**RUFUS G. CROWDER, CPPO CPPB**  
PURCHASING AGENT

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

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

October 8, 2024

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 are exhausted.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rufus G. Crowder", followed by a long horizontal line extending to the right.

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

## Dickey, Tammy

---

**From:** Nolan, Edward  
**Sent:** Tuesday, October 8, 2024 2:38 PM  
**To:** Dickey, Tammy  
**Subject:** Agenda request for commissioners court 10/08/2024: 151400 Prof Svcs surp furn 20241014  
**Attachments:** 151400 Prof Svcs surp furn 20241014.pdf

Good afternoon,

Could we please place the following property item on the next available commissioners court for treatment as surplus: **(151400 Prof Svcs surp furn 20241014.pdf)**:

	Qty	Asset Tag	Description	Serial #	Make	Model	
1	2		desks				
2	1		2-drawer wood cabinet				
3	2		metal bookshelves				
4	1		wood bookshelf				chip

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

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GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 10/07/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] Diana Huallpa 151400 Prof Services
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 items

Reason for Disposal: Surplus / no longer needed

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

If no, please describe and list all defects.

Other:

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PURCHASING DEPARTMENT USE ONLY

10/8/2024
Date Form Processed

[Signature]
Fixed Asset Property Manager



**PROPERTY DISPOSAL REPORT**

DATE: 10/07/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 151400 Prof Services Diana Hualpa  
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: Desks and Chairs  
FAID No. & Description

Reason for disposal: Surplus / no longer needed

Serial No./VIN #: See sheet

From: 151400 Prof Services Location: 722 Moody, STE 3 + Other loc  
Department No. & Name Building, Floor, Suite, or Room No.

Comments: \_\_\_\_\_

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Fixed Asset Property Manager

	Qty	Asset Tag	Description	Serial #	Make	Model	Notes
1	2		desks				
2	1		2-drawer wood cabinet				
3	2		metal bookshelves				
4	1		wood bookshelf				chip / smash damage





## Dickey, Tammy

**From:** Nolan, Edward  
**Sent:** Tuesday, October 8, 2024 2:51 PM  
**To:** Dickey, Tammy  
**Subject:** Agenda request for commissioners court 10/08/2024: 114000, County Clerks - surp electronics 20241014  
**Attachments:** 114000, County Clerks - surp electronics 20241014.pdf

Good afternoon,

Could we please place the following property item on the next available commissioners court for treatment as surplus: **(114000, County Clerks - surp electronics 20241014.pdf)**:

	Description	Make	Model	Serial #	Asset Tag	Condition	n
1	27" Monitor	ASUS	PB278	E5LMTF050176	1591018020	Does not work	
2	27" Monitor	ASUS	PB279	E4LMTF147598	1591018009	Does not work	
3	27" Monitor	ASUS	PB280	E4LMTF147522	1591018036	Does not work	
4	27" Monitor	Planar	PCT2785	PL628GYSW0600	1591019016	Does not work	
5	19" Monitor	Dell	P1913t	CN0PVGRC7444537T947M	1591016377	Does not work	
6	Laptop	Dell	Precision 3561	JCC-CC-023-L	105045	Wont power on (Hard Drive Removed)	
7	Computer	Dell	T1700	DMQJZ12	1591018152	Hard Drive Removed	
8	Computer	Dell	T1700	FJSRBY1	1591014956	Hard Drive Removed	
9	Label Printer	Brother	QL-570	U61884D1G156480	1591011309	No longer used	
10	Scanner	Fujitsu	Fi-6130Z	FI6130Z 488452	109138	No longer used	
11	Scanner	Fujitsu	Fi-6130Z	FI6130Z 488480	1591015135	No longer used	
12	Scanner	Fujitsu	Fi-6130Z	FI6130Z 605482	1591013694	No longer used	
13	Reciept printer	Ithaca	POSjet 1500	SM003834446	N/A		
14	Laptop	Dell	E6420	N/A	1591011078	Hard Drive Removed	
15	Laptop	Dell	Lat 3550	fc3qy32	1591012316	Hard Drive Removed	
16	Laptop	Dell	Lat 3550	3k3qy32	1591012314	Hard Drive Removed	
17	Laptop	Dell	Lat 6420	9VRFWM1	1591011083	Hard Drive Removed	
18	Scanner	Fujitsu	Fi-6130Z	FI6130Z 692256	109371	No longer used	A 1!
19	Box of 7 Keyboards and 6 mice	Various	Various			No longer used	
20	Laptop	Dell	Lat 3550	4j3qy32	1591012363	Hard Drive Removed	

Edward Nolan  
 Purchasing Asset Coordinator  
 Galveston County Purchasing Department  
 (409) 770-5417  
 (409) 621-7991 Fax



[Edward.Nolan@co.galveston.tx.us](mailto:Edward.Nolan@co.galveston.tx.us)

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**PROPERTY DISPOSAL REPORT**

DATE: 9/30/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 114000, County Clerks Aaron Marcus  
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 list  
FAID No. & Description

Reason for disposal: Surplus / salvage

Serial No./VIN #: \_\_\_\_\_

From: 114000, County Clerks Location: Texas City  
Department No. & Name Building, Floor, Suite, or Room No

Comments: Office electronics

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Edward J. Blute  
Fixed Asset Property Manager



**GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM**

Date: 9/30/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] Aaron Marcus 114000, County Clerks  
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: See attached list Model: \_\_\_\_\_

Serial/VIN: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

Description of Use: Office electronics

Reason for Disposal: Surplus / salvage

Is this item currently in sound working condition?  Yes  No

If no, please describe and list all defects.

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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[Signature]  
Fixed Asset Property Manager

Description	Make	Model	Serial #	Asset Tag	Condition	note
1 27" Monitor	ASUS	PB278	E5LMTF050176	1591018020	Does not work	
2 27" Monitor	ASUS	PB279	E4LMTF147598	1591018009	Does not work	
3 27" Monitor	ASUS	PB280	E4LMTF147522	1591018036	Does not work	
4 27" Monitor	Planar	PCT2785	PL628GYSW0600	1591019016	Does not work	
5 19" Monitor	Dell	P1913t	CN0PVGRC7444537T947M	1591016377	Does not work	
6 Laptop	Dell	Precision 3561	JCC-CC-023-L	105045	Wont power on (Hard Drive Removed)	
7 Computer	Dell	T1700	DMQJZ12	1591018152	Hard Drive Removed	
8 Computer	Dell	T1700	FJSRBY1	1591014956	Hard Drive Removed	
9 Label Printer	Brother	QL-570	U61884D1G156480	1591011309	No longer used	
10 Scanner	Fujitsu	Fi-6130Z	Fi6130Z 488452	109138	No longer used	
11 Scanner	Fujitsu	Fi-6130Z	Fi6130Z 488480	1591015135	No longer used	
12 Scanner	Fujitsu	Fi-6130Z	Fi6130Z 605482	1591013694	No longer used	
13 Reciept printer	Ithaca	POSjet 1500	SM003834446	N/A		
14 Laptop	Dell	E6420	N/A	1591011078	Hard Drive Removed	
15 Laptop	Dell	Lat 3550	fc3qy32	1591012316	Hard Drive Removed	
16 Laptop	Dell	Lat 3550	3k3qy32	1591012314	Hard Drive Removed	
17 Laptop	Dell	Lat 6420	9VRFWM1	1591011083	Hard Drive Removed	
18 Scanner	Fujitsu	Fi-6130Z	Fi6130Z 692256	109371	No longer used	Also had green tag 1591014087
19 Box of 7 Keyboards and 6 mice	Various	Various			No longer used	
20 Laptop	Dell	Lat 3550	4j3qy32	1591012363	Hard Drive Removed	

## Dickey, Tammy

---

**From:** Nolan, Edward  
**Sent:** Tuesday, October 8, 2024 2:56 PM  
**To:** Dickey, Tammy  
**Subject:** Agenda request for commissioners court 10/08/2024: 159100, IT (1) table - (3) chairs 20241014  
**Attachments:** 159100, IT (1) table - (3) chairs 20241014.pdf

Good afternoon,

Could we please place the following property item on the next available commissioners court for treatment as surplus: **(159100, IT (1) table - (3) chairs 20241014 .pdf)**:

- 1 table
- 3 chairs

Thanks!

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

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**GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM**

Date: 10/03/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Lauren Michaels Lauren Michaels 159100, IT  
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: 1 table / 3 chairs

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Serial/VIN: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

Description of Use: Break room furniture

Reason for Disposal: no longer needed

Is this item currently in sound working condition?  Yes  No

If no, please describe and list all defects.

\_\_\_\_\_

Other: \_\_\_\_\_

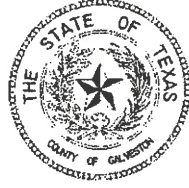
\_\_\_\_\_

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Edward J. [Signature]  
Fixed Asset Property Manager



**PROPERTY DISPOSAL REPORT**

DATE: 10/03/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 159100, IT Lauren Michaels Lauren Michaels  
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 - 3 chairs / 1 table  
FAID No. & Description

Reason for disposal: Break room furniture

Serial No./VIN #: N/A

From: 159100, IT Location: 722 Moody, 2nd Floor  
Department No. & Name Building, Floor, Suite, or Room No.

Comments: No longer needed

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Edward J. [Signature]  
Fixed Asset Property Manager







## Dickey, Tammy

**From:** Nolan, Edward  
**Sent:** Tuesday, October 8, 2024 3:33 PM  
**To:** Dickey, Tammy  
**Subject:** Agenda request for commissioners court 10/08/2024: 151500 Tax Office surplus 20241014  
**Attachments:** 151500 Tax Office surplus 20241014.pdf

Good afternoon,

Could we please place the following property item on the next available commissioners court for treatment as surplus: **(151500 Tax Office surplus 20241014.pdf)**:

	Qty	Asset Tag	Description	Serial #	Make	Model	
1	8		chairs, 7 black and 1 blue				cushions or w
2	1		check reader		Canon	FG325885	
3	1		printer	792XLMI	Lexmark	T640	IT tag #
4	1		printer	792X5RB	Lexmark	T640	IT tag #
5	1		monitor	CN-OPVGRC-7445-37T-542M	Dell		IT tag #
6	2		calculators	21846257	Canon	MPIIDX	will not
7	1		check reader	39615.01101.J34	Martin Yale		
8	1		coin sorter	9092125			
9	3		cash boxes				
10	1		cash drawer				black, m
11	1		letter opener	NG1550163	Neopost	IM18	
12	1		calculator	CB090086	Monroe	7140	
13	1		calculator	CK050452	Monroe	7140	
14	1		calculator	CB090400	Monroe	7140	
15	2		staplers		Swingline		heavy c
16	2		staplers		Swingline	Optima 70 48210	e
17	1		coin sorter	5112840	Royal Sovereign	FS-4DA	
18	1		cash counter	50022414	Royal Sovereign	RBC-1003	
19	1		guillotine paper cutter		Westcott	Trim Air	
20	1		printer	U63878L1N762265	Brother	HL-L2300D	

Thanks!

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

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**PROPERTY DISPOSAL REPORT**

DATE: 9/9/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 151500 Tax Office Kathleen Moreno  
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: No longer needed

Serial No./VIN #: \_\_\_\_\_

From: 151500 Tax Office Location: Old Courthouse TO  
Department No. & Name Building, Floor, Suite, or Room No.

Comments: \_\_\_\_\_

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Fixed Asset Property Manager



**GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM**

Date: 9/9/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] Kathleen Moreno 151500 Tax Office  
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: See attached sheet Model:           

Serial/VIN:            Year:            Color:           

Description of Use: Office items

Reason for Disposal: No longer needed

Is this item currently in sound working condition?  Yes  No

If no, please describe and list all defects.

Other:           

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[Signature]  
Fixed Asset Property Manager

	Qty	Asset Tag	Description	Serial #	Make	Model	Notes
1	8		chairs, 7 black and 1 blue				cushions torn, unable to adjust or will sink when in use
2	1		check reader		Canon	FG325885	does not work
3	1		printer	792XLMI	Lexmark	T640	IT tag #1591009248, does not work
4	1		printer	792X5RB	Lexmark	T640	IT tag #1591015077, does not work
5	1		monitor	CN-OPVGRG-7445-37T-542M	Dell		IT tag #1591016694, no longer needed
6	2		calculators	21846257	Canon	MPIIDX	will not print, keys get stuck
7	1		check reader	39615.01101.J34	Martin Yale		
8	1		coin sorter	9092125			
9	3		cash boxes				metal
10	1		cash drawer				black, metal, needs key to lock
11	1		letter opener	NG-1550163	Neopost	IM18	
12	1		calculator	CB090086	Monroe	7140	broken
13	1		calculator	CK050452	Monroe	7140	broken
14	1		calculator	CB090400	Monroe	7140	broken
15	2		staplers		Swingline		heavy duty, manual, jammed
16	2		staplers		Swingline	Optima 70 48210	electric, jammed
17	1		coin sorter	5112840	Royal Sovereign	FS-4DA	
18	1		cash counter	50022414	Royal Sovereign	RBC-1003	
19	1		guillotine paper cutter		Westcott	Trim Air	
20	1		printer	U63878L1N76226 5	Brother	HL-L2300D	jammed
21							
22							





Canon

2-COLOR HEAVY DUTY DESKTOP PRINTING CALCULATOR

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F3-40A





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2125 SHELBY  
DALLAS, TX 75228  
LEXMARK  
2927XLA11

632-501

88 08 01 18 08 01 18 08 08  
789-000000



## Dickey, Tammy

---

**From:** Nolan, Edward  
**Sent:** Tuesday, October 8, 2024 3:45 PM  
**To:** Dickey, Tammy  
**Subject:** Agenda request for commissioners court 10/08/2024: 211126 SO Cargo container surplus 20241014  
**Attachments:** 211126 SO Cargo container surplus 20241014.pdf

Good afternoon,

Could we please place the following property item on the next available commissioners court for treatment as surplus: **(211126 SO Cargo container surplus 20241014.pdf)**:

- 2 rusted out shipping containers /

Thanks!

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

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**GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM**

Date: 10/01/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: LT Hal Barrow Hal Barrow 211126, ACTF  
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: (2) Rusty cargo containers

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Serial/VIN: \_\_\_\_\_ Year: \_\_\_\_\_ Color: rust-colored

Description of Use: Storage

Reason for Disposal: Rusted out / damaged -- salvage // does not keep contents safe

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**

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Edward J. Barrow  
Fixed Asset Property Manager



**PROPERTY DISPOSAL REPORT**

DATE: 10/01/2024

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 211126, ACTF Hal Barrow *[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: \_\_\_\_\_  
Date

Disposal of: N/A - (2) Rusty cargo containers  
FAID No. & Description

Reason for disposal: Rusty / does not keep contents safe / water-free

Serial No./VIN #: N/A

From: 211126, ACTF Location: 1620 Gill Rd  
Department No. & Name Building, Floor, Suite, or Room No.

Comments: \_\_\_\_\_

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*[Signature]*  
Fixed Asset Property Manager



243621  
2261

MAX.  
GROSS  
TARE

30480 KG.  
67200 LB.  
2240 KG.  
4950 LB.

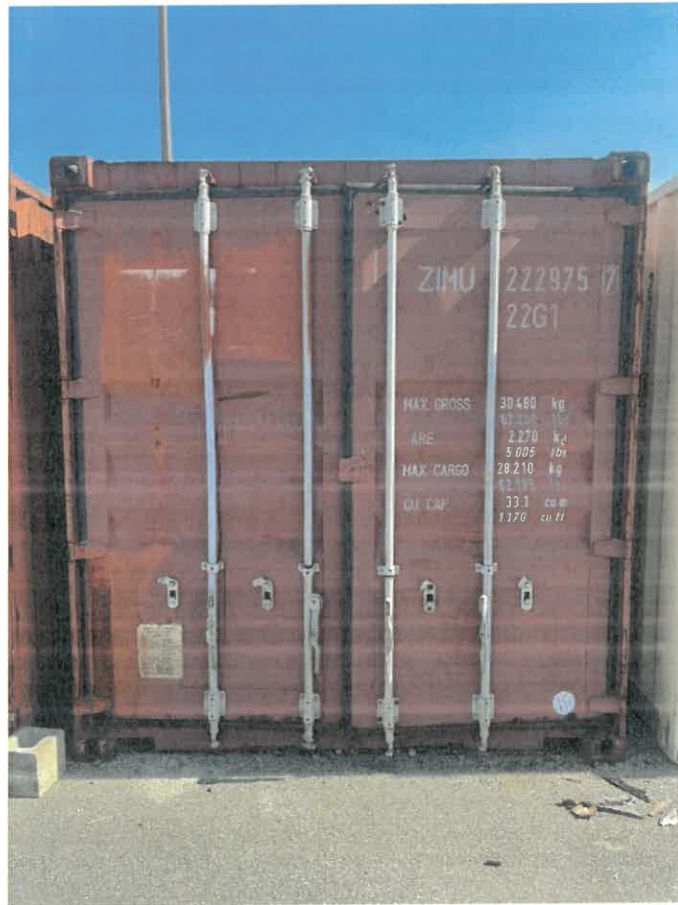
MAX.  
CARGO  
CUBIC  
CAPACITY

28240 KG.  
62280 LB.  
33.2 C.M.  
1178 C.F.









ZIMU 222975 17  
22G1

MAX GROSS	30480	kg
	67225	lbs
TARE	2170	kg
	4785	lbs
MAX CARGO	28210	kg
	6215	lbs
CU CAP	33.1	cu m
	1176	cu ft





## Dickey, Tammy

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**From:** Nolan, Edward  
**Sent:** Tuesday, October 8, 2024 4:03 PM  
**To:** Dickey, Tammy  
**Subject:** Agenda request for commissioners court 10/08/2024: 211133, SO Corrections Surplus-salvage 20241014  
**Attachments:** 211133, SO Corrections Surplus-salvage 20241014.pdf

Good afternoon,

Could we please place the following property item on the next available commissioners court for treatment as surplus & salvage: **(211133, SO Corrections Surplus-salvage 20241014.pdf)**:

- Box water heater – rusted out bottom / salvage
- (2) Blodgett double stacked industrial ovens / broken – salvage

Thanks!

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

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**PROPERTY DISPOSAL REPORT**

DATE: 9/27/24

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Galveston County Jail One 211133 Corrections  
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: One Box Water heater  
FAID No. & Description

Reason for disposal: Rusted out bottom

Serial No./VIN #: 14082152T

From: 211133 Corrections Location: 5700 Ave. H  
Department No. & Name Building, Floor, Suite, or Room No.

Comments: \_\_\_\_\_

**PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS**

**PURCHASING DEPARTMENT USE ONLY**

10/8/2024  
Date Form Processed

Edward J. [Signature]  
Fixed Asset Property Manager



**PROPERTY DISPOSAL REPORT**

DATE: 9/27/24

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Galveston County Jail [Signature] 21133 Corrections  
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: One Budget double stacked Industrial Kitchen oven  
FAID No. & Description

Reason for disposal: Non-functional

Serial No./VIN #: 093005RA173T

From: 21133 Corrections Location: 5700 Ave. H  
Department No. & Name Building, Floor, Suite, or Room No.

Comments: \_\_\_\_\_

**PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS**

**PURCHASING DEPARTMENT USE ONLY**

10/8/2024  
Date Form Processed

[Signature]  
Fixed Asset Property Manager



**PROPERTY DISPOSAL REPORT**

DATE: 9/27/24

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Galveston County Jail [Signature] 211133 Corrections  
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: One Budget double stacked Industrial Kitchen oven  
FAID No. & Description

Reason for disposal: Non-functional

Serial No./VIN #: 093005RA171T

From: 211133 Corrections Location: 5700 Ave. H  
Department No. & Name Building, Floor, Suite, or Room No.

Comments: \_\_\_\_\_

**PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS**

**PURCHASING DEPARTMENT USE ONLY**

10/8/2024  
Date Form Processed

[Signature]  
Fixed Asset Property Manager

Qty	Asset Tag	Description	Serial #	Make	Model	Notes
1	None	Industrial Kitchen Oven	09300580A	Blodgett	Dual Flow	Not Reusable
1	None	Industrial Kitchen Oven	09300580A	Blodgett	Dual Flow	Not Reusable
1	None	Water Heater	14085153	Boyle	1195T-5	Boyle Water Heater
4						
5						
6						
7						
8						
9						
10						
11						