



## 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

April 14, 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,

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

## Nolan, Edward

**From:** Nolan, Edward  
**Sent:** Tuesday, April 8, 2025 2:20 PM  
**To:** Dickey, Tammy  
**Subject:** Agenda request for commissioners court 04/14/2025: 179136, Records Storage 2025-034-14  
**Attachments:** 179136, Records Storage 2025-04-14.pdf

Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: **(179136, Records Storage 2025-034-14.pdf)**:

	Qty	Asset Tag	Description	Serial #	Make	Model	
1	4		cubicles				
2	4		desk for cubicles				
3	18		sides for cubicles with shelves				
4	2		small 2 drawers file cabinet				
5	20		chairs				
6	10		wooden drawers				the
7	11		wooden desk				the
8	10		book shelves				the

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: 03/20/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 179136, Records Storage Sandra Araujo  
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: Stored items / furniture

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

From: 179136, Records Storage Location: Records Storage Building  
Department No. & Name Building, Floor, Suite, or Room No.

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

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

**PURCHASING DEPARTMENT USE ONLY**

4/8/2025  
Date Form Processed

[Signature]  
Fixed Asset Property Manager



	Qty	Asset Tag	Description	Serial #	Make	Model	Notes
1	4		cubicles				
2	4		desk for cubicles				
3	18		sides for cubicles with shelves				
4	2		small 2 drawers file cabinet				
5	20		chairs				
6	10		wooden drawers				they have mold
7	11		wooden desk				they have mold
8	10		book shelves				they have mold
9							
10							
11							
12							
13							
14							
15							



















## Nolan, Edward

**From:** Nolan, Edward  
**Sent:** Tuesday, April 8, 2025 2:20 PM  
**To:** Dickey, Tammy  
**Subject:** Agenda request for commissioners court 04/14/2025: 211101, SO Furniture Surplus 2025-04-14  
**Attachments:** 211101, SO Furniture Surplus 2025-04-14.pdf

Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: **(211101, SO Furniture Surplus 2025-04-14.pdf)**:

	Qty	Asset Tag	Description	Serial #	Make	Model	Notes
1	3		Cabinets				
2	3		guest chairs				
3	1		rolling chairs				
4	1		rolling mat				
5	1		framed map				
6	2		mail cubby				
7	3		whiteboards				
8	2		desk				
9	1		flatscreen monitor / TV				
10	1		speaker				
11	1		bookshelf / storage				
12	1		large frame				
13	1		mirror				
14	1		frame / platform				
15	1		small conference table				
16	3		cubicles				walls / writing surfaces - 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: 03/25/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 211101, SO Admin Chief Deputy Melancio Villarreal  
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: See attached list, office furnishings

FAID No. & Description

Reason for disposal: no longer needed / poor condition

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

From: 211101, SO Admin  
Department No. & Name

Location: Old Skills  
Building, Floor, Suite, or Room No.

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

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

### PURCHASING DEPARTMENT USE ONLY

3/28/25  
Date Form Processed

4/8/2025

Melancio Villarreal  
Fixed Asset Property Manager

Edward J. [Signature]



## GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 03/25/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Chief Deputy Melancio Villarreal 211101, SO Admin  
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, office furnishings

Make:        Model:       

Serial/VIN:        Year:        Color:       

Description of Use:       

Reason for Disposal: No longer needed / poor condition of some items

Is this item currently in sound working condition?        Yes        No

If no, please describe and list all defects.

Unknown condition

Other:       

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

**PURCHASING DEPARTMENT USE ONLY**

3/28/25  
Date Form Processed

[Signature]  
Fixed Asset Property Manager

4/8/2025

Form No. FA-10  
04/20/2015



	Qty	Asset Tag	Description	Serial #	Make	Model	Notes
1	3		Cabinets				
2	3		guest chairs				
3	1		rolling chairs				
4	1		rolling mat				
5	1		framed map				
6	2		mail cubby				
7	3		whiteboards				
8	2		desk				
9	1		flatscreen monitor / TV				
10	1		speaker				
11	1		bookshelf / storage				
12	1		large frame				
13	1		mirror				
14	1		frame / platform				
15	1		small conference table				
16	3		cubicles				walls / writing surfaces







