



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 10, 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 all efforts to transfer them to County 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

Enclosures: Disposal List

Dickey, Tammy

From: Nolan, Edward
Sent: Friday, July 11, 2025 8:34 AM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 07/21/2025: 151500, Tax Office Surp items 20250721
Attachments: 151500, Tax Office Surp items 20250721.pdf

Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: **(151500, Tax Office Surp items 20250721.pdf)**:

| | Qty | Asset Tag | Description | Serial # | Make | Model | Notes |
|----|-----|-----------|---------------------------------------|-----------|-----------------------|----------------|---|
| 1 | 4 | n/a | office chairs, black | | | | fabric torn, stained |
| 2 | 1 | n/a | cart | | | | blue, broken |
| 3 | 1 | n/a | printer | VNBCBDQ12 | HP | LaserJet P3015 | broken |
| | | | | | | | located in voters on 1st floor; include desks, overhead storage cabinets, and filing cabinets |
| 4 | 2 | n/a | workstations | | | | |
| 5 | 5 | n/a | wall file pockets | | Office Depot | | worn, scratched, no longer needed |
| | | | under monitor desk organizers | | | | no longer needed, were located in voters |
| 6 | 2 | n/a | | | | | |
| | | | large plastic letter trays | | Eldon Office Products | | no longer needed, were located in voters |
| 7 | 2 | n/a | | | | | |
| | | | mesh, metal letter trays, black | | | | no longer needed, were located in voters |
| 8 | 3 | n/a | | | | | |
| | | | large file organizers, black, plastic | | Office Depot | | no longer needed, were located in voters |
| 9 | 2 | n/a | | | | | |
| | | | under desk keyboard organizer | | Kensington | | no longer needed |
| 10 | 1 | n/a | | | | | |
| | | | drawer organizers, black, plastic | | | | no longer needed, were located in voters |
| 11 | 2 | n/a | | | | | |
| | | | stapler, metal, camel color | | | | broken |
| 12 | 1 | n/a | | | | | |

| | | | | | | | |
|----|----|------------|--|--|--------------|------------------------|--|
| 13 | 5 | n/a | mesh, metal desk organizers, black | | | | no longer needed, were located in voters |
| 14 | 1 | n/a | metal, mesh envelope holder, black | | | | no longer needed, was located in voters |
| 15 | 1 | n/a | small file organizer, black, plastic | | | | no longer needed, was located in voters |
| 16 | 1 | n/a | large drawer organizer, black, plastic | | | | no longer needed, was located in voters |
| 17 | 1 | 1591000564 | electric typewriter | | IBM | Personal Wheelwriter 2 | no longer needed, was located in voters |
| 18 | 1 | n/a | extension cord, green | | | | no longer needed, was located in voters |
| 19 | 1 | n/a | super sorter file organizer, black plastic | | Rogers | | no longer needed, was located in voters |
| 20 | 11 | n/a | stackable letter tray organizers, black, plastic | | Office Depot | | no longer needed, were located in voters |
| 21 | 9 | n/a | stackable letter tray organizers, black, plastic | | | | no longer needed, were located in voters |
| 22 | 1 | n/a | time card recording equipment and time cards | | Pyramid | 3500 | no longer needed, was located in voters |
| 23 | 1 | n/a | heavy duty stapler | | Swingline | | broken |
| 24 | 1 | n/a | acrylic monitor stand | | | | missing parts |
| 25 | 6 | n/a | ink ribbon | | IBM | Wheelwriter 192LT | no longer needed |

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: 7/9/2025

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:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

7/9/2025
Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 7/9/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Kathleen Moreno
Authorized Signature

Kathleen Moreno 151500 Tax Office
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: _____

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

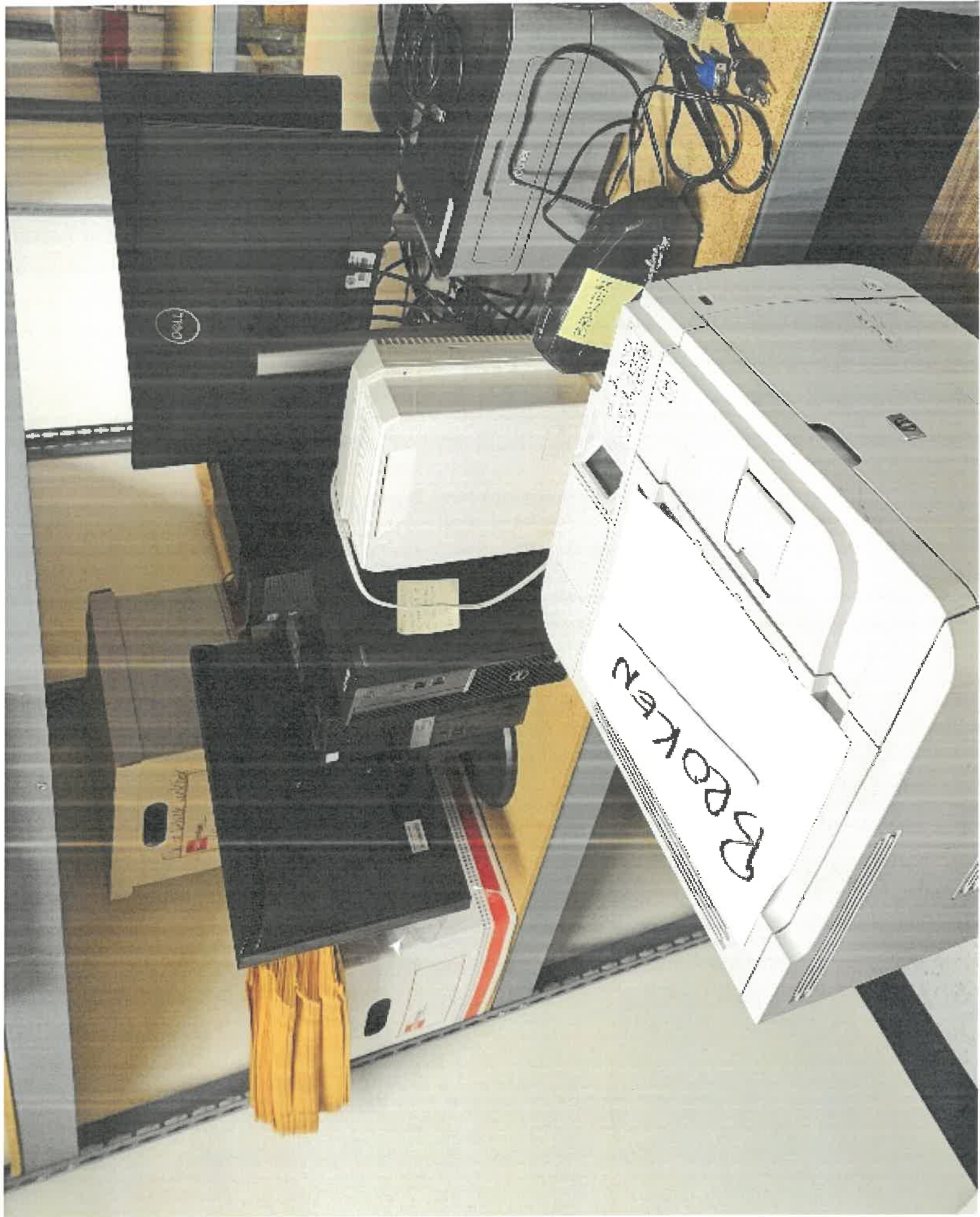
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Edward J. [Signature]
Fixed Asset Property Manager

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| 24 | 1 | n/a | acrylic monitor stand | | | | missing parts |
| 25 | 6 | n/a | ink ribbon | | IBM | Wheelwriter 192LT | no longer needed |
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