



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

September 2, 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: Thursday, August 21, 2025 10:36 AM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 09/01/2025: 291010. OEM electronic surp 20250901
Attachments: 291010. OEM electronic surp 20250901.pdf

Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: **(291010. OEM electronic surp 20250901.pdf)**:

| # | Qty | Make | Model | Serial Number |
|----|-----|---------------------------------------|-------------------------|--------------------------|
| 1 | 1 | Motorola Battery | Maintenance System Plus | Model Number: WPLN4079AR |
| 2 | 1 | Battery Charger | | 112343101. |
| 3 | 1 | Motorola 800 Radio | XTS 2500 | 205CFC0232 |
| 4 | 1 | Motorola 800 Radio | XTS 2500 | 205CFC0231 |
| 5 | 1 | Motorola 800 Radio | XTS 2500 | 205CFC0230 |
| 6 | 1 | Power Product Radio Battery | | PN:BP9815 |
| 7 | 1 | Power Product Radio Battery | | PN:BP9815 |
| 8 | 1 | Power Product Radio Battery | | PN:BP9815 |
| 9 | 1 | Motorola Battery | | Kit#: NTN9815B |
| 10 | 1 | Motorola Battery | | Kit#: NTN9858C |
| 11 | 1 | Motorola Radio | MC 2000 | 623AAC0139 |
| 12 | 1 | Motorola Charger | | NTN7731A |
| 13 | 1 | Motorola Charger | | NTN1171A |
| 14 | 1 | Motorola Radio | XTS 2500 | 205CFC0236 |
| 15 | 1 | Motorola | MT 2000 | 355AXA0250 X |
| 16 | 1 | Motorola Battery | | WPNN4013A |
| 17 | 1 | Motorola Radio | PR 1500 | 626TGG1504 |
| 18 | 1 | Motorola Radio | PR 1500 | 626TGG0845 |
| 19 | 1 | Motorola | D45MWA5GC3AK | 481SVD7271 |
| 20 | 1 | CPI | SV300 | 1006231. |
| 21 | 1 | CPI | SV300 | 1006241. |
| 22 | 1 | Motorola Router | AP5131 | SN: 8142520900102 |
| 23 | 1 | Andrew Repeater | MR803P | 1. |
| 24 | 10 | Motorola Desktop Microphone | | |
| 25 | 2 | Speco Technologies | Weatherproof speaker | |
| 26 | 2 | Motorola HLN 6042A Desktop Wedge Base | | |

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: 8/18/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 291010, Office of 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 (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
FAID No. & Description

Reason for disposal: No longer needed - surplus

Serial No./VIN #: See Attached List

From: 291010, Office of Emergency Management Location: Old Skills garage
Department No. & Name Building, Floor, Suite, or Room No.

Comments:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

8/21/2025
Date Form Processed

Edward G. [Signature]
Fixed Asset Property Manager

| Make | Model | Serial Number | Quantity |
|---------------------------------------|-------------------------|--------------------------|----------|
| Motorola Battery | Maintenance System Plus | Model Number: WPLN4079AR | 1 |
| Battery Charger | | 1123431013 | 1 |
| Motorola 800 Radio | XTS 2500 | 205CFC0232 | 1 |
| Motorola 800 Radio | XTS 2500 | 205CFC0231 | 1 |
| Motorola 800 Radio | XTS 2500 | 205CFC0230 | 1 |
| Power Product Radio Battery | | PN: BP9815 | 1 |
| Power Product Radio Battery | | PN: BP9815 | 1 |
| Power Product Radio Battery | | PN: BP9815 | 1 |
| Motorola Battery | | Kit#: NTN9815B | 1 |
| Motorola Battery | | Kit#: NTN9858C | 1 |
| Motorola Radio | MC 2000 | 623AAC0139 | 1 |
| Motorola Charger | | NTN7731A | 1 |
| Motorola Charger | | NTN1171A | 1 |
| Motorola Radio | XTS 2500 | 205CFC0236 | 1 |
| Motorola | MT 2000 | 355AXA0250 X | 1 |
| Motorola Battery | | WPNN4013A | 1 |
| Motorola Radio | PR 1500 | 626TGG1504 | 1 |
| Motorola Radio | PR 1500 | 626TGG0845 | 1 |
| Motorola | D45MWA5GC3AK | 481SVD7271 | 1 |
| CPI | SV300 | 10062314 | 1 |
| CPI | SV300 | 10062414 | 1 |
| Motorola Router | AP5131 | SN 8142520900102 | 1 |
| Andrew Repeater | MR803P | 13 | 1 |
| Motorola Desktop Microphone | | | 10 |
| Speco Technologies | Weatherproof speaker | | 2 |
| Motorola HLN 6042A Desktop Wedge Base | | | 2 |

Dept: GCOEM, 291010

Dept. Asset Custodian: Brad Burness

Signature: Brad Burness 18/10/25



PROPERTY DISPOSAL REPORT

DATE: 8/14/2025

Brad Burness

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 291010, Office of 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 _____ (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: 01 - Camera/Canon/Model:D5126621
FAID No. & Description

Reason for disposal: No longer needed - surplus (with 2 bags)

Serial No./VIN #: 102071029488

From: 291010, Office of Emergency Management Location: Old Skills garage
Department No. & Name Building, Floor, Suite, or Room No.

Comments: _____

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Edward [Signature]
Fixed Asset Property Manager



PROPERTY DISPOSAL REPORT

DATE: 8/14/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 291010, Office of 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 (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: 01 - Projector Screen/Apollo
FAID No. & Description

Reason for disposal: No longer needed - surplus

Serial No./VIN #: NA

From: 291010, Office of Emergency Management Location: Old Skills garage
Department No. & Name Building, Floor, Suite, or Room No.

Comments: GCTAG 100900

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PURCHASING DEPARTMENT USE ONLY

8/14/2025
Date Form Processed

Edward F. [Signature]
Fixed Asset Property Manager



PROPERTY DISPOSAL REPORT

DATE: 8/14/2025

Brad Burness

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 291010, Office of 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 _____ (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: 01 - Projector Screen/DA Lite

FAID No. & Description

Reason for disposal: No longer needed - surplus

Serial No./VIN #: NA

From: 291010, Office of Emergency Management Location: Old Skills garage

Department No. & Name

Building, Floor, Suite, or Room No.

Comments: GCTAG 100071

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8/21/2025
Date Form Processed

[Signature]
Fixed Asset Property Manager



PROPERTY DISPOSAL REPORT

DATE: 8/14/2025

Brad Burness

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 291010, Office of 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 (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: 01 - Projector / Epson / Powerlite X12
FAID No. & Description

Reason for disposal: No longer needed - surplus (with bag)

Serial No./VIN #: PSCK2800126

From: 291010, Office of Emergency Management Location: Old Skills garage
Department No. & Name Building, Floor, Suite, or Room No.

Comments:

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8/21/2025
Date Form Processed

Fixed Asset Property Manager



PROPERTY DISPOSAL REPORT

DATE: 8/14/2025

Brad Burness

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 291010, Office of 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 _____ (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: 01 - Projector / Epson / Powerlite 81P

FAID No. & Description

Reason for disposal: No longer needed - surplus (with bag)

Serial No./VIN #: F38G471588F

From: 291010, Office of Emergency Management Location: Old Skills garage

Department No. & Name

Building, Floor, Suite, or Room No.

Comments: _____

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8/21/2025
Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager



PROPERTY DISPOSAL REPORT

DATE: 8/14/2025

Brad Burness

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 291010, Office of 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: 01 - Projector / Epson / Powerlite 1222

FAID No. & Description

Reason for disposal: No longer needed - surplus (with bag)

Serial No./VIN #: TTWK4400036

From: 291010, Office of Emergency Management Location: Old Skills garage

Department No. & Name

Building, Floor, Suite, or Room No.

Comments:

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Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager



PROPERTY DISPOSAL REPORT

DATE: 8/14/2025

Brad Burness

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 291010, Office of 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 _____ (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: 01 - Projector / Epson / Powerlite X15
FAID No. & Description

Reason for disposal: No longer needed - surplus

Serial No./VIN #: RDXF250062L

From: 291010, Office of Emergency Management Location: Old Skills garage
Department No. & Name Building, Floor, Suite, or Room No.

Comments: _____

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Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager



PROPERTY DISPOSAL REPORT

DATE: 8/14/2025

Brad Burness

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 291010, Office of 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 (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: 01 - Go Pro Accessories (No camera preser
FAID No. & Description

Reason for disposal: No longer needed - surplus

Serial No./VIN #: NA

From: 291010, Office of Emergency Management Location: Old Skills garage
Department No. & Name Building, Floor, Suite, or Room No.

Comments:

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8/21/2025
Date Form Processed

Edward J. Alon
Fixed Asset Property Manager



PROPERTY DISPOSAL REPORT

DATE: 8/14/2025

Brad Burness

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 291010, Office of 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 (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: 01 - Camera/Nikon/Model:D5500

FAID No. & Description

Reason for disposal: No longer needed - surplus (with bag)

Serial No./VIN #: 2603260

From: 291010, Office of Emergency Management Location: Old Skills garage
Department No. & Name Building, Floor, Suite, or Room No.

Comments:

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PURCHASING DEPARTMENT USE ONLY

8/21/2025
Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager



PROPERTY DISPOSAL REPORT

DATE: 8/14/2025

Brad Burness

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 291010, Office of 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: Office Supplies (misc.)

FAID No. & Description

Reason for disposal: Surplus - No longer needed

Serial No./VIN #: N/A

From: 291010, Office of Emergency Management Location: Old Skills garage

Department No. & Name

Building, Floor, Suite, or Room No.

Comments: Folders and binding materials, desk organizers

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8/21/2025
Date Form Processed

[Signature]
Fixed Asset Property Manager



PROPERTY DISPOSAL REPORT

DATE: 8/14/2025

Brad Burness

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 291010, Office of 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 (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: 01 - Projector / Optoma / Pro 250X
FAID No. & Description

Reason for disposal: No longer needed - surplus (with bag)

Serial No./VIN #: Q8EZ951AAAAAC0397

From: 291010, Office of Emergency Management Location: Old Skills garage
Department No. & Name Building, Floor, Suite, or Room No.

Comments:

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Date Form Processed

Edward J. Alb
Fixed Asset Property Manager



PROPERTY DISPOSAL REPORT

DATE: 8/14/2025

Brad Burness

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 291010, Office of 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: 01 - Smart Board / Poly Vision / Unk

FAID No. & Description

Reason for disposal: No longer needed - surplus

Serial No./VIN #: P/N 310275

From: 291010, Office of Emergency Management Location: Old Skills garage

Department No. & Name

Building, Floor, Suite, or Room No.

Comments:

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Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager



PROPERTY DISPOSAL REPORT

DATE: 8/14/2025

Brad Burness

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 291010, Office of 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 _____ (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: 01-Pitney Bowes /Model: DM 125/ DM 225

FAID No. & Description

Reason for disposal: No longer needed - surplus

Serial No./VIN #: 4710304

From: 291010, Office of Emergency Management Location: Old Skills garage

Department No. & Name

Building, Floor, Suite, or Room No.

Comments: _____

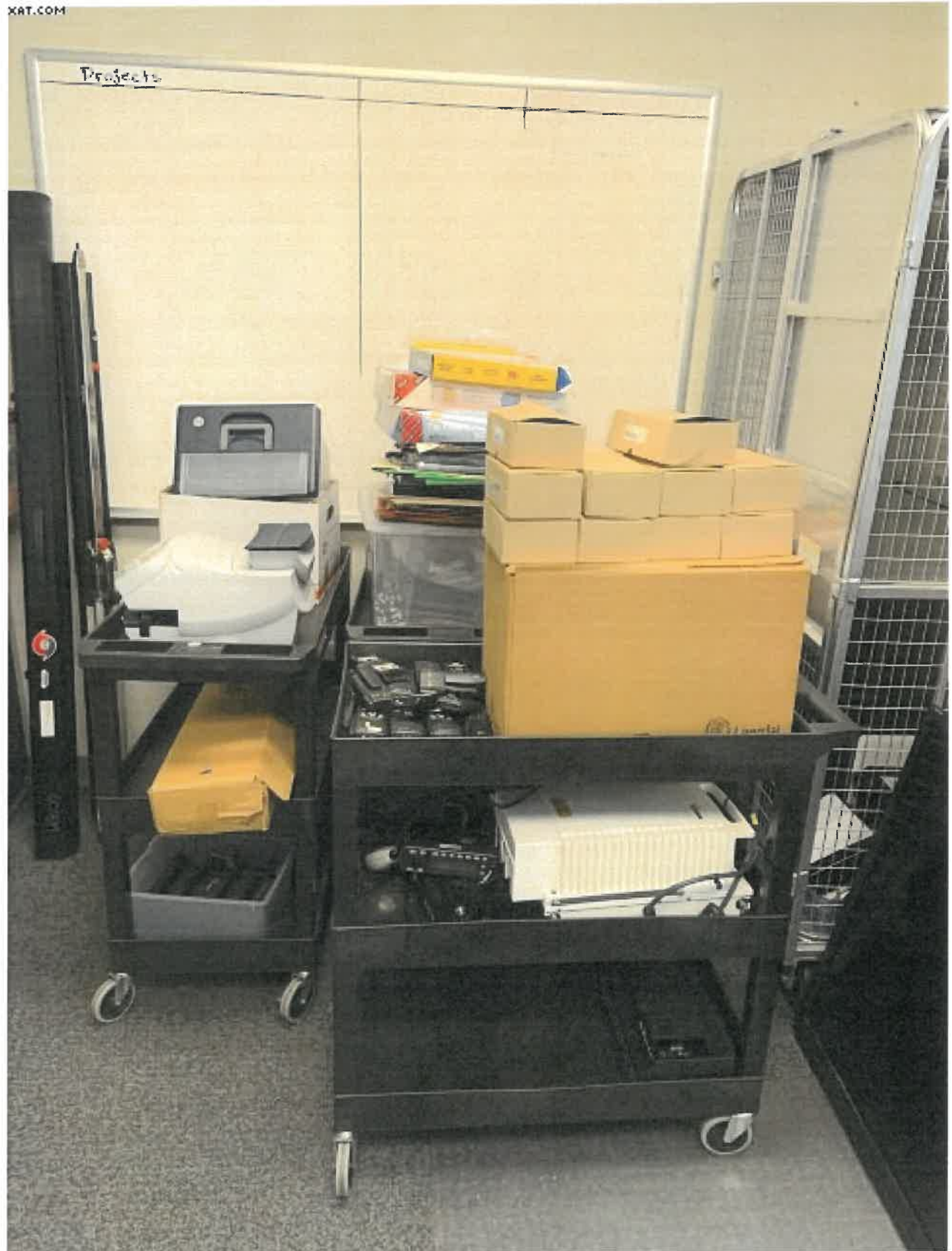
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Date Form Processed

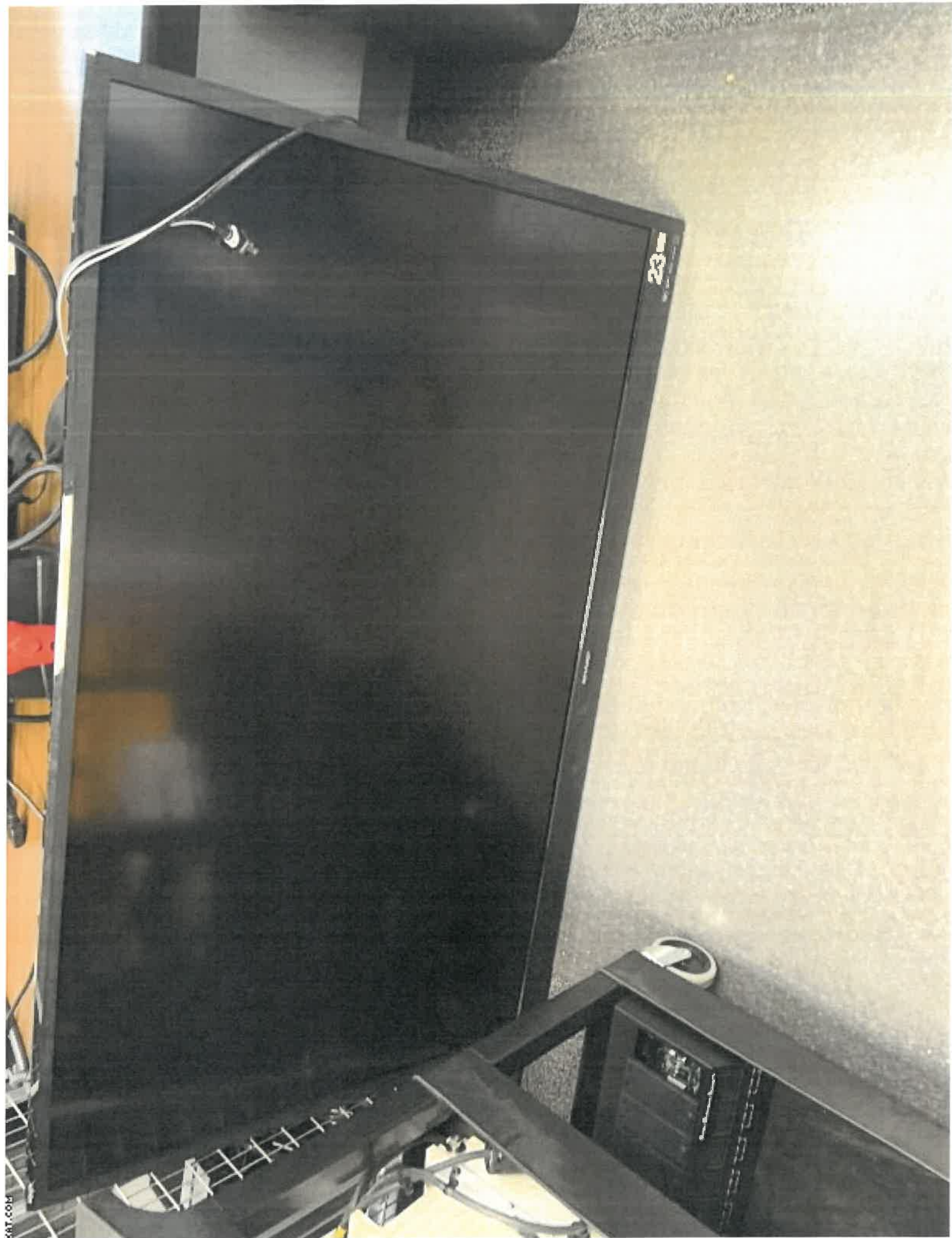
Edward J. Burness
Fixed Asset Property Manager

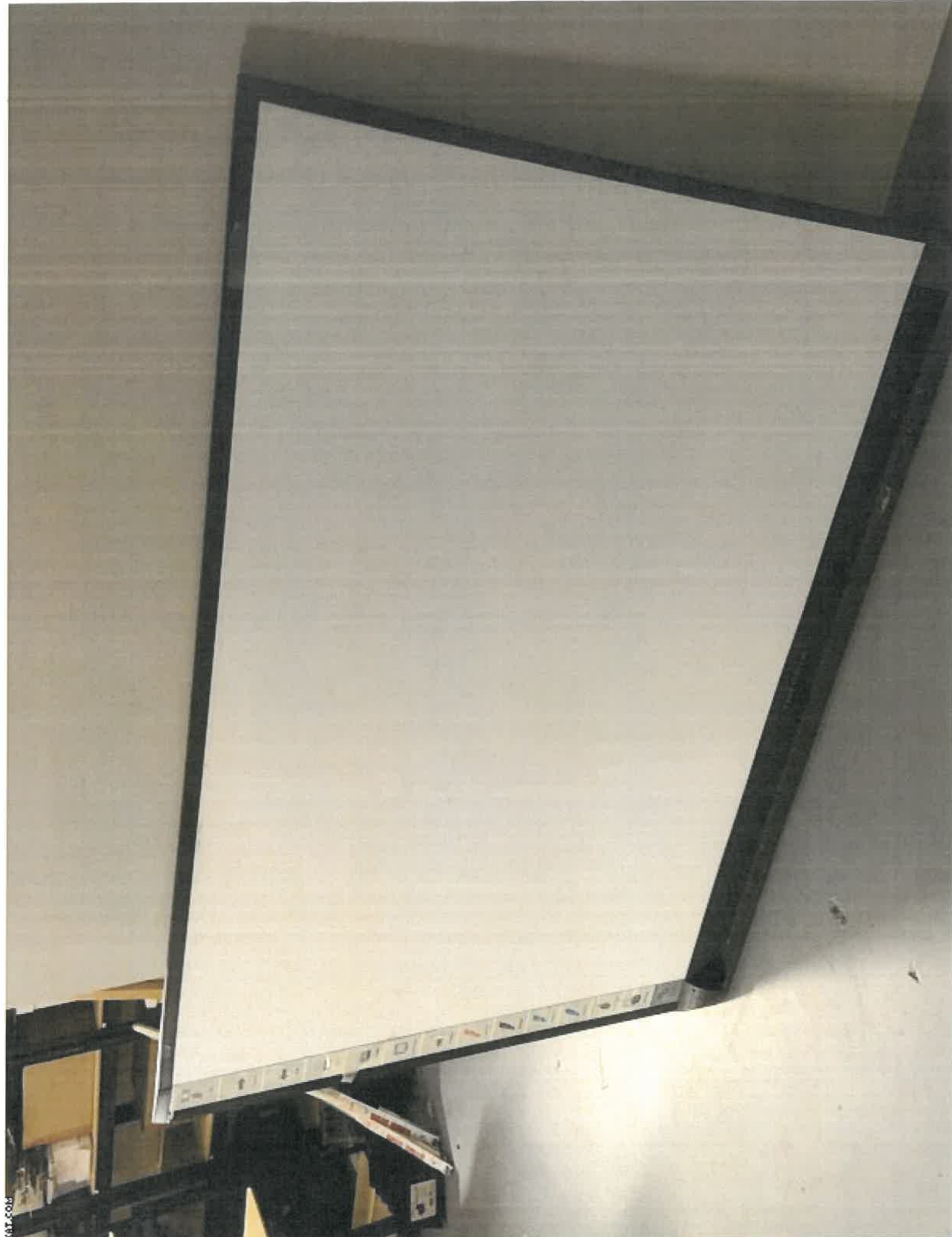
| # | Qty | Make | Model | Serial Number |
|----|-----|---------------------------------------|-------------------------|--------------------------|
| 1 | 1 | Motorola Battery | Maintenance System Plus | Model Number: WPLN4079AR |
| 2 | 1 | Battery Charger | | 1123431013 |
| 3 | 1 | Motorola 800 Radio | XTS 2500 | 205CFC0232 |
| 4 | 1 | Motorola 800 Radio | XTS 2500 | 205CFC0231 |
| 5 | 1 | Motorola 800 Radio | XTS 2500 | 205CFC0230 |
| 6 | 1 | Power Product Radio Battery | | PN:BP9815 |
| 7 | 1 | Power Product Radio Battery | | PN:BP9815 |
| 8 | 1 | Power Product Radio Battery | | PN:BP9815 |
| 9 | 1 | Motorola Battery | | Kit#: NTN9815B |
| 10 | 1 | Motorola Battery | | Kit#: NTN9858C |
| 11 | 1 | Motorola Radio | MC 2000 | 623AAC0139 |
| 12 | 1 | Motorola Charger | | NTN7731A |
| 13 | 1 | Motorola Charger | | NTN1171A |
| 14 | 1 | Motorola Radio | XTS 2500 | 205CFC0236 |
| 15 | 1 | Motorola | MT 2000 | 355AXA0250 X |
| 16 | 1 | Motorola Battery | | WPNN4013A |
| 17 | 1 | Motorola Radio | PR 1500 | 626TGG1504 |
| 18 | 1 | Motorola Radio | PR 1500 | 626TGG0845 |
| 19 | 1 | Motorola | D45MWA5GC3AK | 481SVD7271 |
| 20 | 1 | CPI | SV300 | 10062314 |
| 21 | 1 | CPI | SV300 | 10062414 |
| 22 | 1 | Motorola Router | AP5131 | SN: 8142520900102 |
| 23 | 1 | Andrew Repeater | MR803P | 13 |
| 24 | 10 | Motorola Desktop Microphone | | |
| 25 | 2 | Speco Technologies | Weatherproof speaker | |
| 26 | 2 | Motorola HLN 6042A Desktop Wedge Base | | |













PROPERTY DISPOSAL REPORT

DATE: 8/12/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 440110, Indigent Care Tashonda Edwards Tashonda Edwards
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) Chairs
FAID No. & Description

Reason for disposal: Legs Broke / surplus (may be salvage)

Serial No./VIN #: _____

From: 440110, Indigent Care Location: 2516 Texas Avenue, Ste134
Department No. & Name Building, Floor, Suite, or Room No.

Comments: _____

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PURCHASING DEPARTMENT USE ONLY

8/21/2025
Date Form Processed

Edward G. [Signature]
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 8/12/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Tashonda Edwards Tashonda Edwards 440110, Indigent Care
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) Chairs

Make: Model:

Serial/VIN: Year: Color:

Description of Use: Office furniture

Reason for Disposal: Legs Broke / no longer needed / replaced

Is this item currently in sound working condition? Yes No

If no, please describe and list all defects.

Other: Clients are unable to sit in the chairs, due to the legs are broke

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8/28/2025
Date Form Processed

[Signature]
Fixed Asset Property Manager

