



**THE COUNTY OF GALVESTON**

**FRANK RODRIGUEZ  
PURCHASING AGENT**

**COUNTY COURTHOUSE**

722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
(409) 770-5371

December 8, 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 have been exhausted.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,



Frank Rodriguez  
Purchasing Agent  
County of Galveston

## Dickey, Tammy

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**From:** Nolan, Edward  
**Sent:** Wednesday, November 19, 2025 3:22 PM  
**To:** Dickey, Tammy  
**Cc:** Stelly, Nicole; Posada, Jokavell  
**Subject:** Agenda request for commissioners court 12/08/2025: 190100, County Engineers 20251208  
**Attachments:** 190100, County Engineers 20251208.pdf

Good afternoon!

Please place the following property items on the next available agenda to authorization for appropriate removal: :  
(190100, County Engineers 20251208.pdf):

#	Qty	FAID	Make	Model	Serial #	Description
1	2	N/A				Gray metal shelf systems
2	1	N/A				Add tape calculator
3	1	N/A				Speaker set
4	1	N/A				Tray
5	2	N/A				File sorters

Please let me know if there are any problems or questions and thanks!

**PURCHASING  
DEPARTMENT**



**Edward Nolan**  
**Purchasing Asset Coordinator**

722 Moody, 5<sup>th</sup> floor, Galveston, TX 77550    Main: 409/770-5417  
✉ Edward.Nolan@co.galveston.tx.us    🌐 Galvestoncountytx.gov

*Ensuring Fair Access, Real Value, and Local Impact in County Purchasing*



## PROPERTY DISPOSAL REPORT

DATE: 11/18/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 190100, County Engineers Sabrina Posada Sabrina Posada  
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: 2 silver shelves, 1 calculator, 1 speaker set,  
FAID No. & Description

Reason for disposal: not needed

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

From: 190100, County Engineers Location: old court house (supply room)  
Department No. & Name Building, Floor, Suite, or Room No.

Comments: if these items can be removed as soon as possible

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

### PURCHASING DEPARTMENT USE ONLY

11/19/2025  
Date Form Processed

Edward A. [Signature]  
Fixed Asset Property Manager



## GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 11.18.25

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Sabrina Posada Sabrina Posada 190100, County Engineers  
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 F9 sheet

Make:        Model:       

Serial/VIN:        Year:        Color:       

Description of Use: office items and shelves

Reason for Disposal: not 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

11/19/2025  
Date Form Processed

Edward J. [Signature]  
Fixed Asset Property Manager

#	Qty	FAID	Make	Model	Serial #	Description	Condition/Notes
1	2	N/A				Gray metal shelf systems	
2	1	N/A				Add tape calculator	
3	1	N/A				Speaker set	
4	1	N/A				Tray	
5	2	N/A				File sorters	
6							
7							



408 PERMITS





408 PERMITS





