



THE COUNTY OF GALVESTON

**FRANK RODRIGUEZ
PURCHASING AGENT**

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550
(409) 770-5371

January 5, 2026

Honorable County Judge
And Commissioners' Court
County Courthouse
Galveston, Texas

Re: Disposal of Salvage or Surplus Property

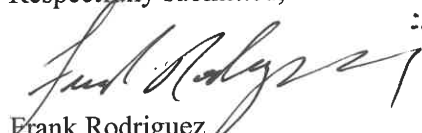
Gentlemen,

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

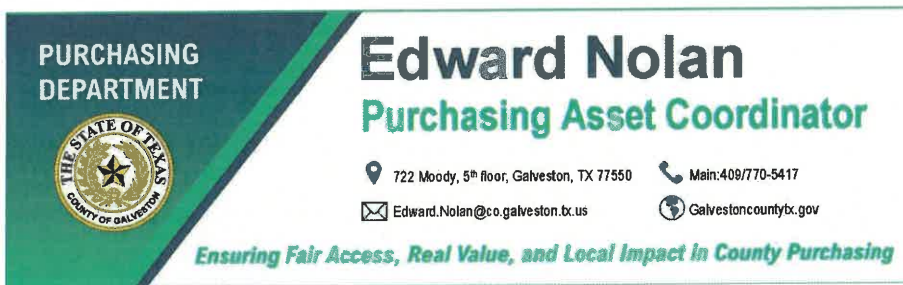
From: Nolan, Edward
Sent: Friday, December 19, 2025 4:36 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 1/5/2026: 151500 Tax Office 20251219
Attachments: 151500 Tax Office 20251219.pdf

Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: (**151500 Tax Office 20251219.pdf**):

- Formax FD1202 S/N: K246003 Check pressure sealer

Thanks!





GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 12/18/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 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:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

12/19/2025
Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager



PROPERTY DISPOSAL REPORT

DATE: 12/18/2025

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, needs repair

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

Qty	Asset Tag	Description	Serial #	Make	Model	Notes
1	N/A	check pressure sender	K246003	Formax	FD1202	checks are not being sealed completely
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Dickey, Tammy

From: Nolan, Edward
Sent: Friday, December 19, 2025 4:39 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 1/5/2026: 151400 PROF SVCS FURN 20251219
Attachments: 151400 PROF SVCS FURN 20251219.pdf

Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: (**151400 PROF SVCS FURN 20251219.pdf**):

#	Qty	FAID	Description
1	3	N/A	bookshelves, wood
2	2	N/A	small filing cabinets
3	2	N/A	tables
4	2	N/A	chairs, rolling conference
5	3	N/A	desks
6	3	N/A	storage cabinets
7	3	N/A	desks

Thanks!

**PURCHASING
DEPARTMENT**



Edward Nolan
Purchasing Asset Coordinator

722 Moody, 5th 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: 12/19/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 151400, Professional Services DianaHualpa

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: Replaced / no longer needed

Serial No./VIN #:

From: 151400, Professional Services Location: 3rd Floor, 722 Moody
Department No. & Name Building, Floor, Suite, or Room No.

Comments:

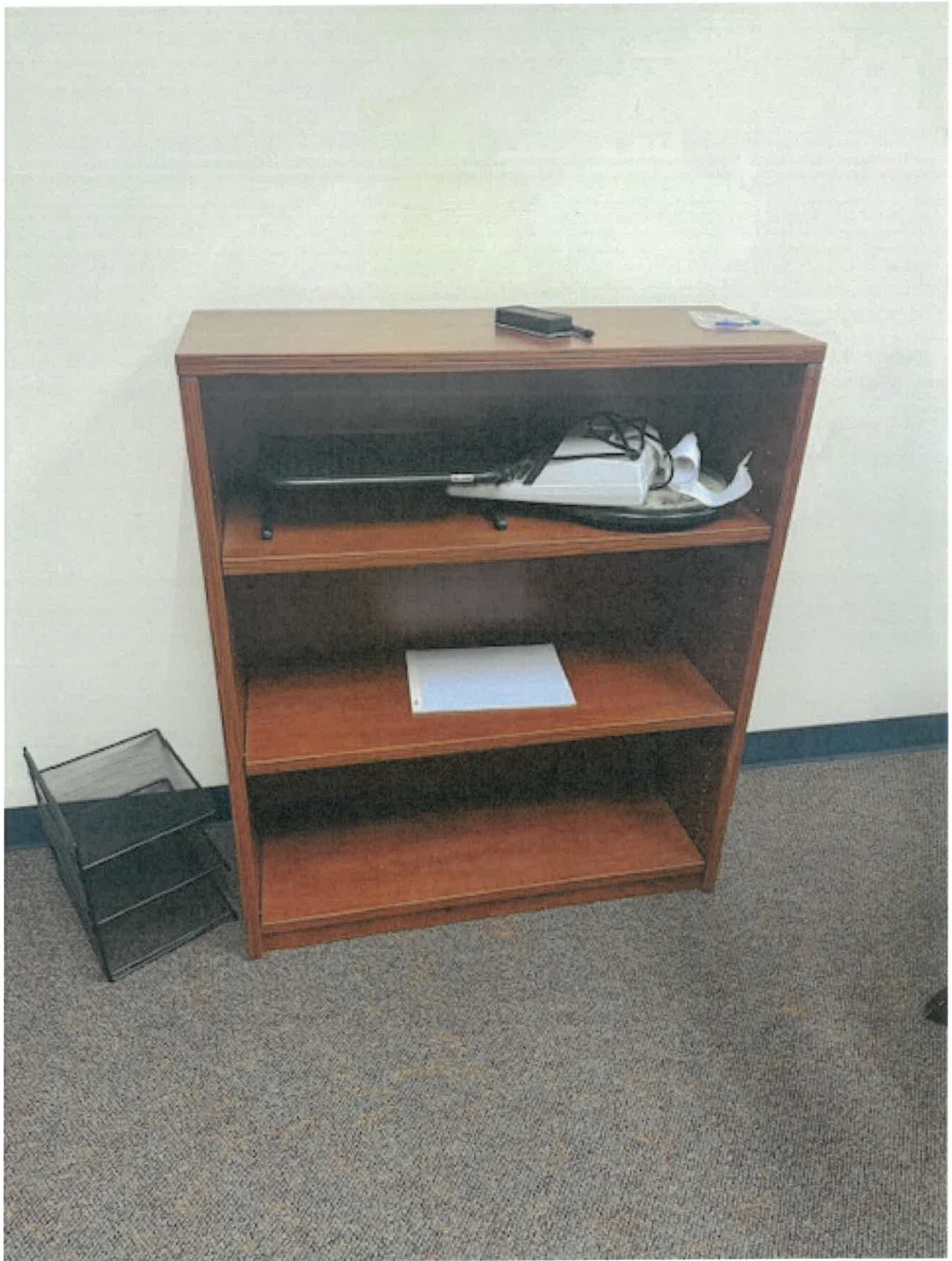
PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

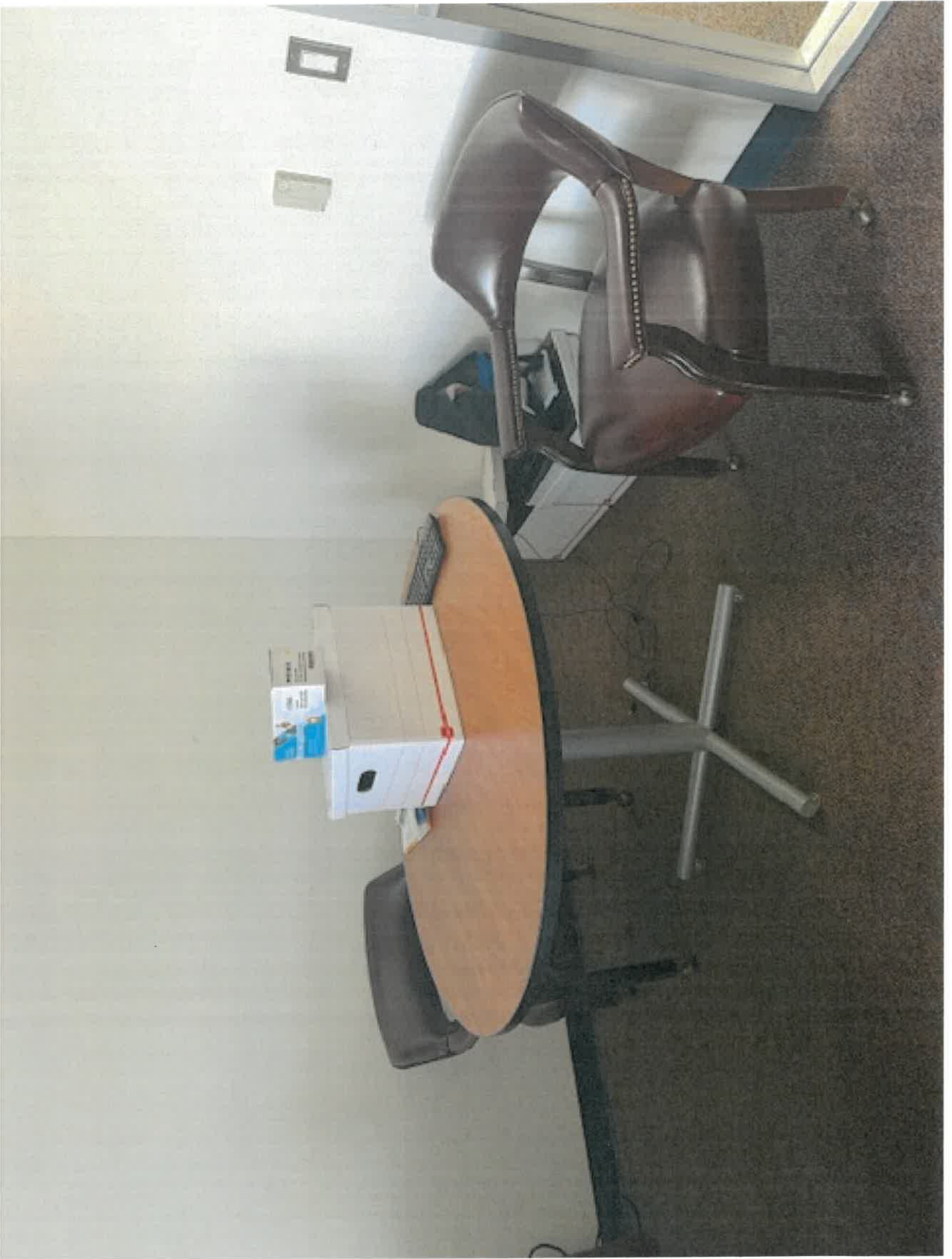
12/19/2025
Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager

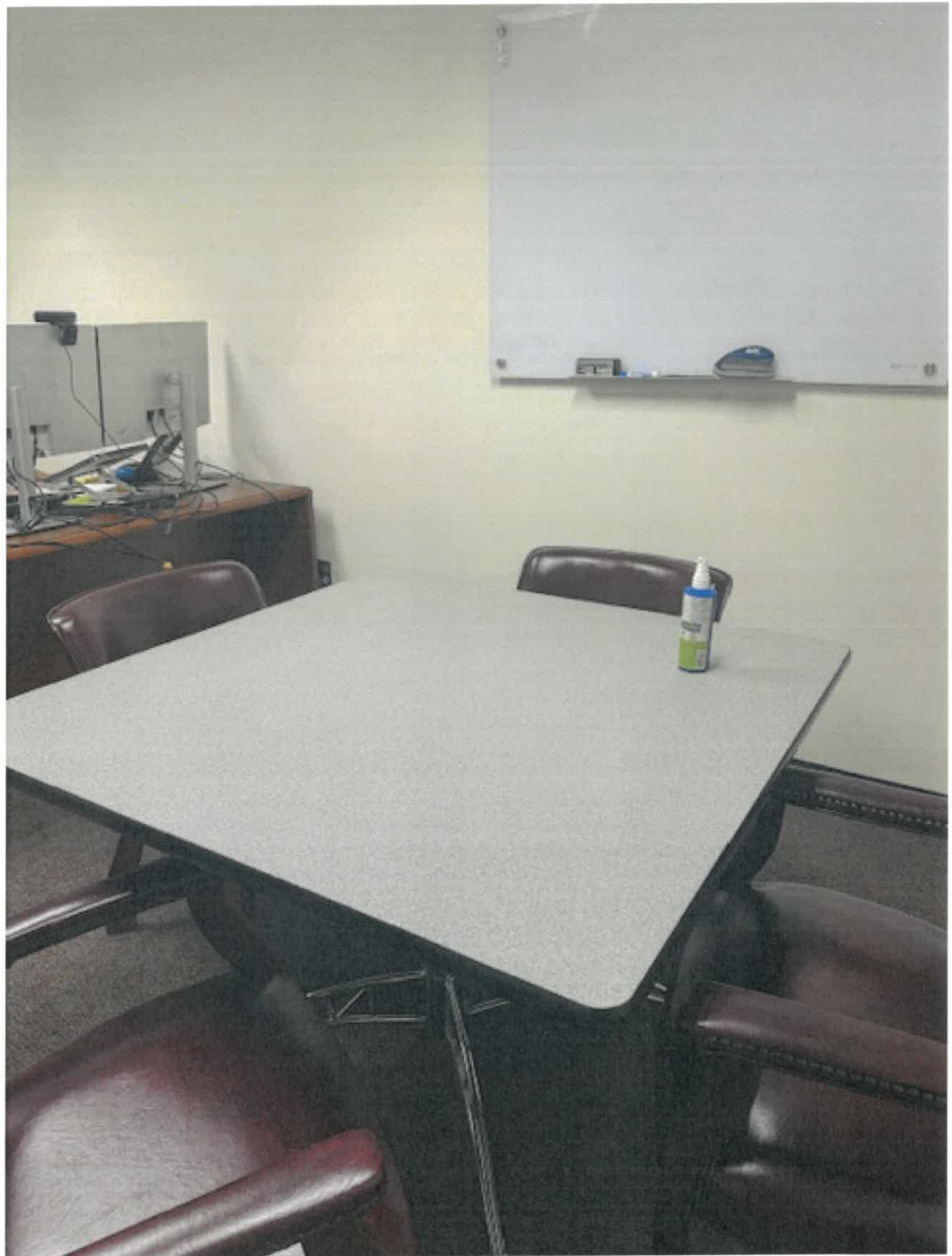
#	Qty	FAID	Description
1	3	N/A	bookshelves, wood
2	2	N/A	small filing cabinets
3	2	N/A	tables
4	2	N/A	chairs, rolling conference
5	3	N/A	desks
6	3	N/A	storage cabinets
7	3	N/A	desks







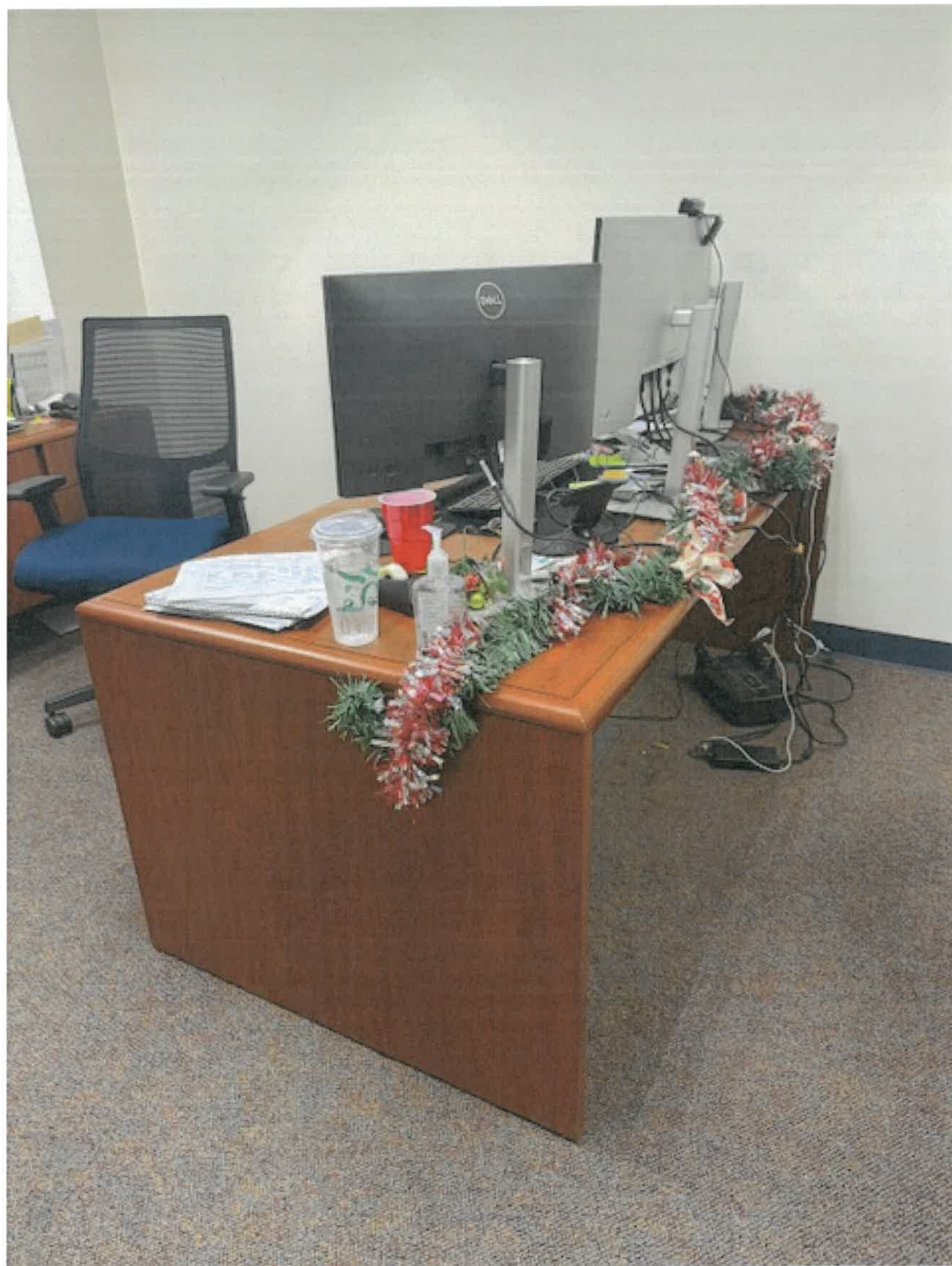














Nolan, Edward

From: Nolan, Edward
Sent: Friday, December 19, 2025 4:46 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 1/5/2026: 127100 DA SURP FURNITURE 20251219
Attachments: 127100 DA SURP FURNITURE 20251219.pdf


Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: (**127100 DA SURP FURNITURE 20251219.pdf**):

	Qty	Asset Tag	Description
1	3		OFFICE CHAIRS
2	3		2 HOLE PUNCHERS
3	50		JEWEL CD/DVD CASES
4	16		CD/DVD WINDOW ENVELOPES
5	200		DVD-R DISCS
6	200		DVD+R DISCS

Thanks!

**PURCHASING
DEPARTMENT**



Edward Nolan
Purchasing Asset Coordinator

722 Moody, 5th 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: 12.18.25

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 127100, District Atty Miyoshi Rougely
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: (3) Office Chair & (3) hole punches & DVD's, DVD envelopes
FAID No. & Description

Reason for disposal: Broken Chair; other supplies no longer needed.
worn chairs

Serial No./VIN #: _____

From: 127100, District Atty Location: 600 59th St
Department No. & Name Building, Floor, Suite, or Room No.

Comments: _____

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[Signature]
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 12.18.25

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Miyoshi Rangely Miyoshi Rangely 127100 District
Authorized Signature Print Name Department/Division Attorney

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: (3) office chairs; DVD's, DVD envelopes
Make: Model: (3) hole punches

Serial/VIN: Year: Color:

Description of Use:

Reason for Disposal: Broken chair, other supplies no longer needed
@ worn chairs

Is this item currently in sound working condition? ☒ Yes ☐ No

If no, please describe and list all defects.

(1) broken chair

Other:

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12/19/2025
Date Form Processed

Edward [Signature]
Fixed Asset Property Manager

	Qty	Asset Tag	Description
1	3		OFFICE CHAIRS
2	3		2 HOLE PUNCHERS
3	50		JEWEL CD/DVD CASES
4	16		CD/DVD WINDOW ENVELOPES
5	200		DVD-R DISCS
6	200		DVD+R DISCS





