



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

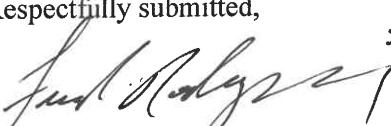
Gentlemen,

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

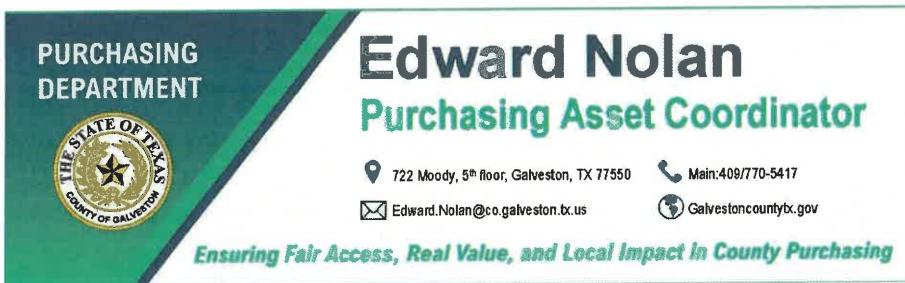
From: Nolan, Edward
Sent: Friday, December 19, 2025 4:36 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 1/5/2026: 151500 Tax Office 20251219
Attachments: 151500 Tax Office 20251219.pdf

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!





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
Department No. & Name

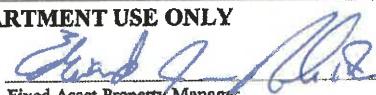
Location: Old Courthouse TO
Building, Floor, Suite, or Room No.

Comments:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

12/19/2025
Date Form Processed


Fixed Asset Property Manager

Qty	Asset Tag	Description	Serial #	Make	Model	Notes
1	N/A	check pressure sealer	KAY4003	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

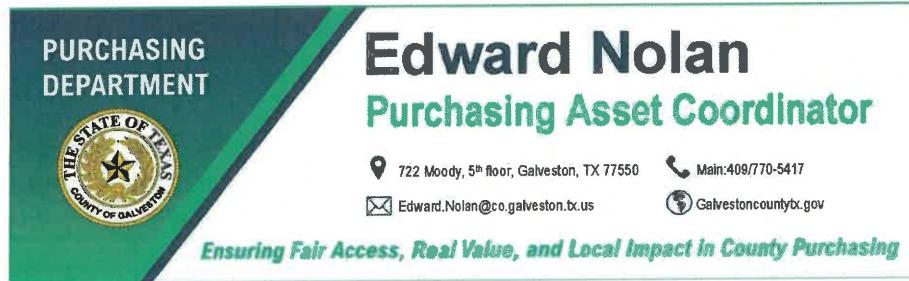
From: Nolan, Edward
Sent: Friday, December 19, 2025 4:39 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 1/5/2026: 151400 PROF SVCS FURN 20251219
Attachments: 151400 PROF SVCS FURN 20251219.pdf

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!





PROPERTY DISPOSAL REPORT

DATE: 12/19/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager
From: 151400, Professional Services DianaHualipa
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: _____

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12/19/2025
Date Form Processed

Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 12/19/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager
From: Diana Hualipa 151400, Professional Services
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: _____ Model: _____

Serial/VIN: _____ Year: _____ Color: Wood

Description of Use: Office furniture / furnishings

Reason for Disposal: Replaced / no longer needed

Is this item currently in sound working condition? X Yes No

If no, please describe and list all defects.

Other: _____

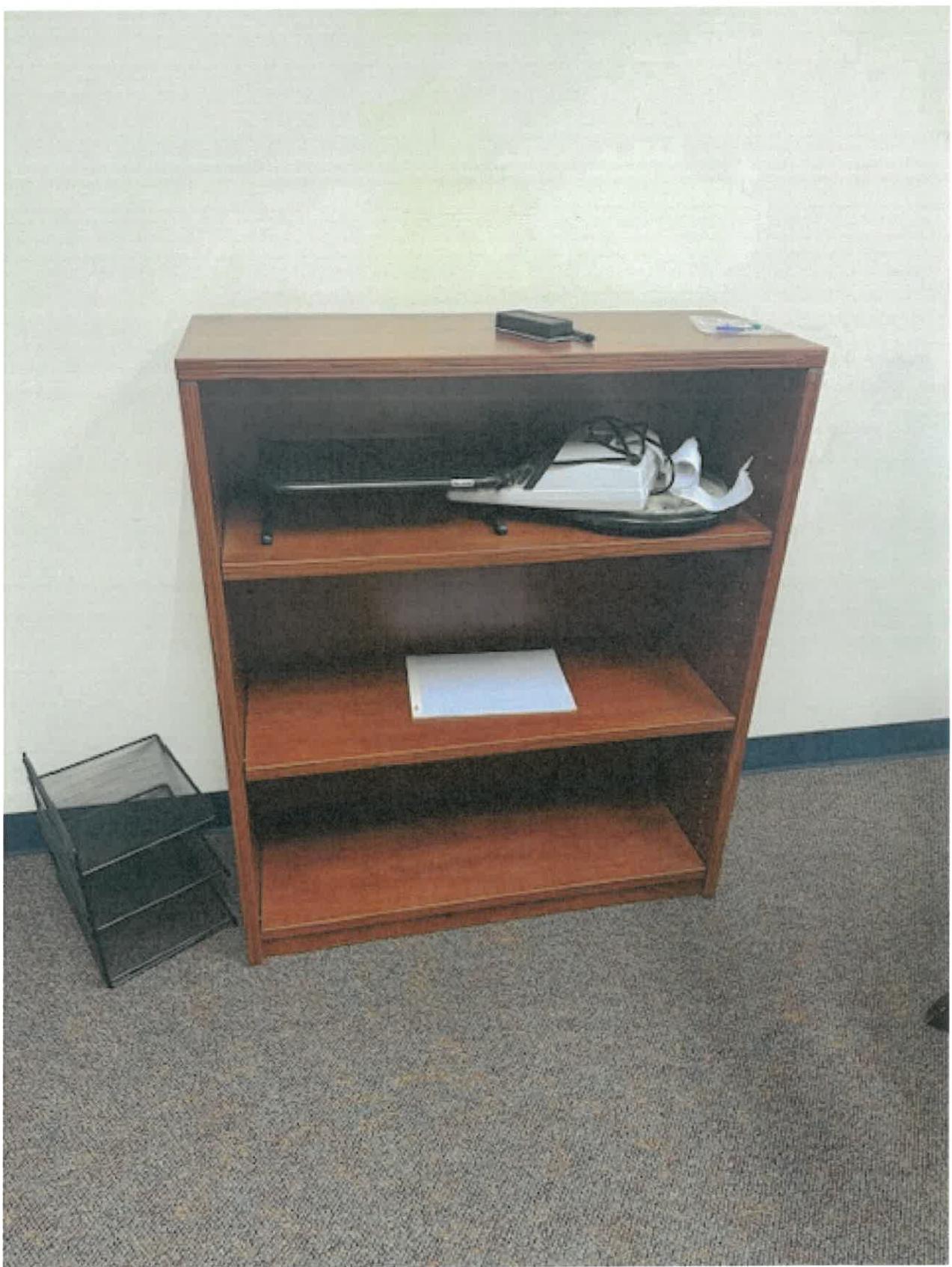
PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

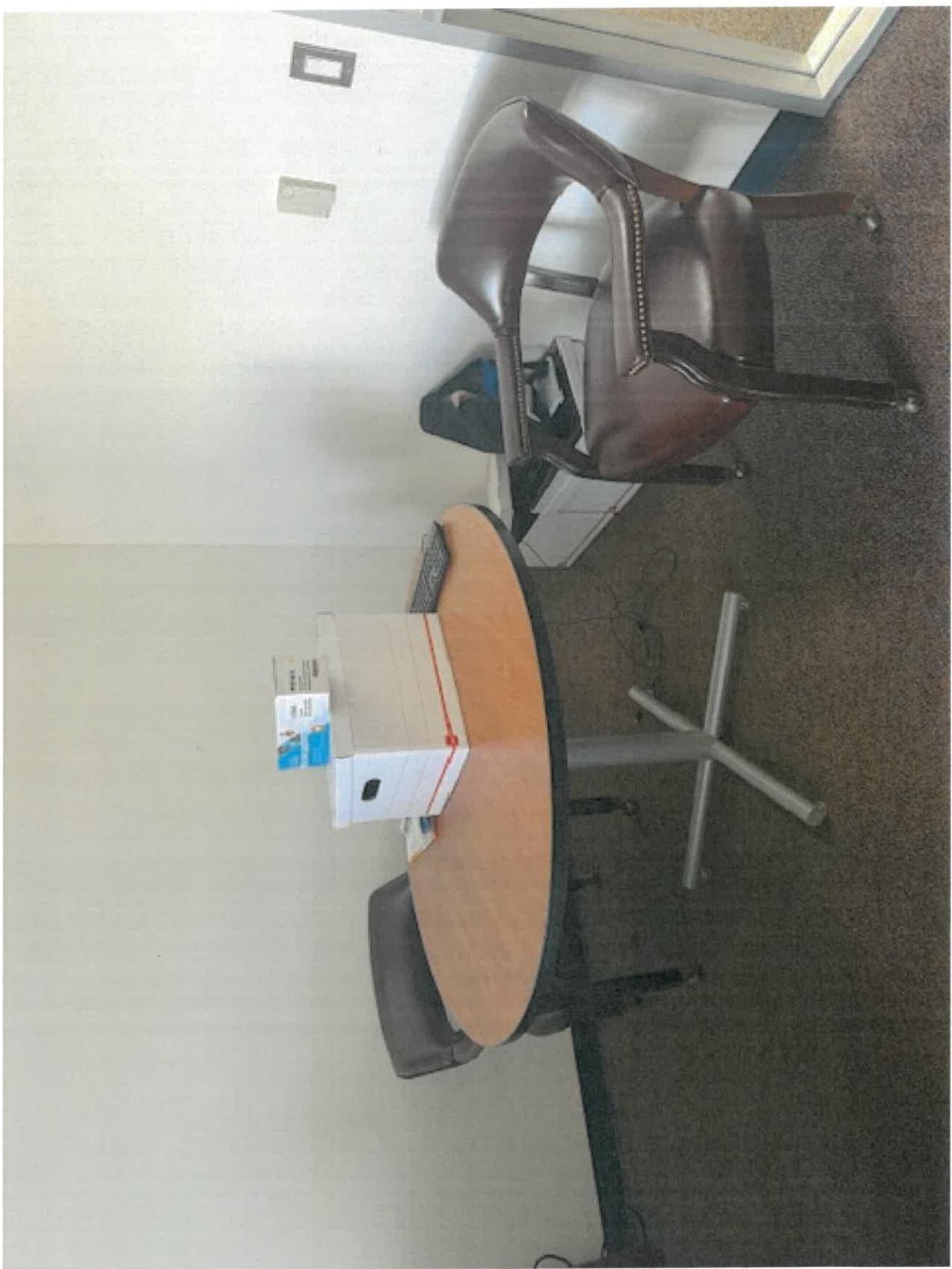
Date Form Processed 12/19/2025

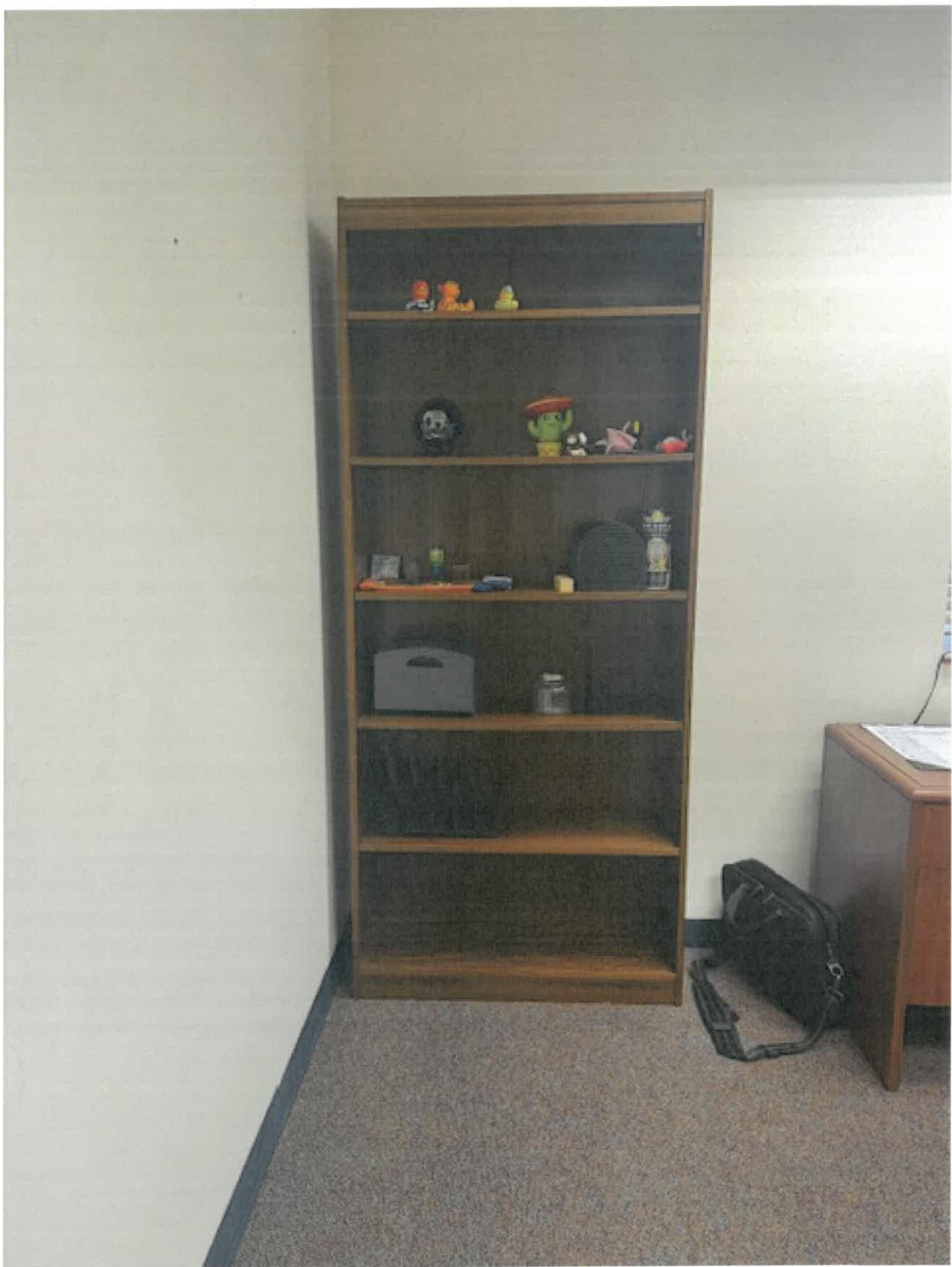
Diana Hualipa
Fixed Asset Property Manager

#	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









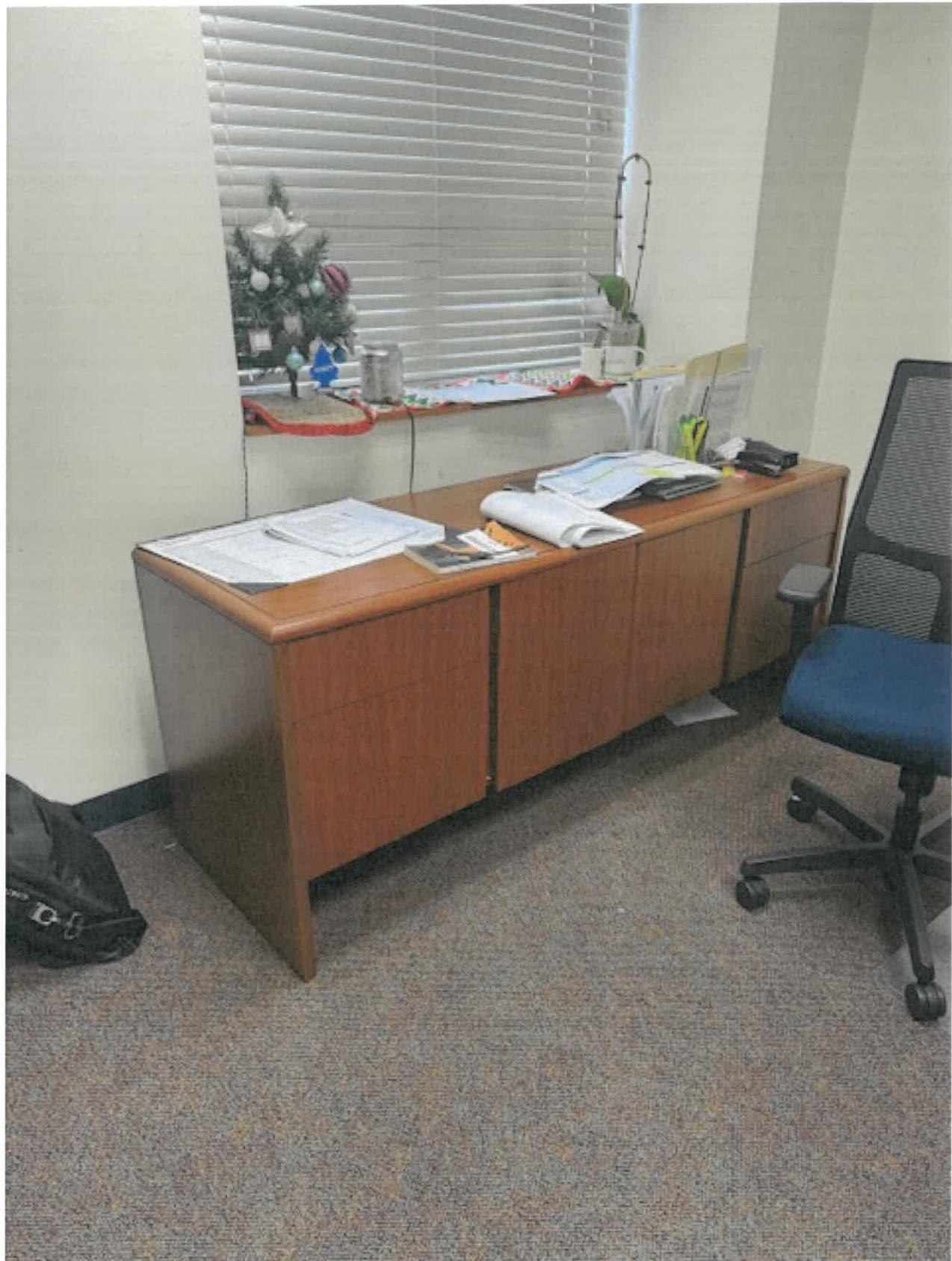












Nolan, Edward

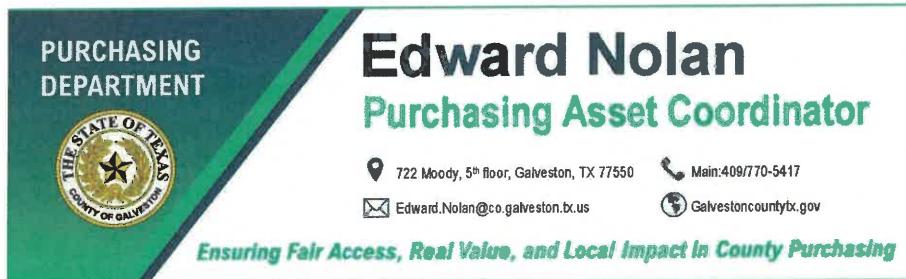
From: Nolan, Edward
Sent: Friday, December 19, 2025 4:46 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 1/5/2026: 127100 DA SURP FURNITURE 20251219
Attachments: 127100 DA SURP FURNITURE 20251219.pdf

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**):

Asset		
Qty	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!





PROPERTY DISPOSAL REPORT

DATE: 12.18.25

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 127100, District Atty Miyoshi Rougely *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: _____

Disposal of: (3) office chairs & (3) hole punchers & DVD's, DVD envelopes
FAID No. & Description

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

Serial No./VIN #: _____

From: 127100, District Atty
Department No. & Name

Location: 600 59th St

Building, Floor, Suite, or Room No.

Comments: _____

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PURCHASING DEPARTMENT USE ONLY

12/19/2025
Date Form Processed

Edward J. Flores
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 12.18.25

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Miyoshi Bougely Miyoshi Bougely 12-100 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 Chair; DVD's, DVD envelopes
(3) hole Punchers

Make: _____ Model: _____

Serial/VIN: _____ Year: _____ Color: _____

Description of Use: _____

Reason for Disposal: Broken chair offer 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: _____

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

12/19/2025

Date Form Processed

Fixed Asset Property Manager

A handwritten signature in blue ink, appearing to read "Edward J. Blak".

Form No. FA-10
04/20/2015

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





