



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

August 18, 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,

Veronica Van Horn
Veronica Van Horn
Interim Purchasing Agent

Dickey, Tammy

From: Nolan, Edward
Sent: Wednesday, August 6, 2025 11:36 AM
To: Dickey, Tammy
Cc: Delgado, Joselyne
Subject: Agenda request for commissioners court 08/14/2025: 151400, Prof Svcs surp furn
Attachments: 151400, Prof Svcs surp furn.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 surp furn.pdf)**:

#	Qty	Description
1	4	desks
2	1	large receptionist desk
3	2	lateral filing cabinets / 2-drawer
4	1	Floating cabinets / storage
5		

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: 8/5/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 151400, Professional Services Diana Hualpa
Department No. & Name, Department Asset Custodian Authorized Signature

D. Hualpa

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 - Office furniture / see attached list
FAID No. & Description

Reason for disposal: No longer needed - replaced

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

8/6/2025
Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 8/5/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] Diana Hualpa 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: Office furniture / see attached list

Make: Model:

Serial/VIN: Year: Color:

Description of Use: Office furniture

Reason for Disposal: No longer needed - replaced

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

8/6/2025
Date Form Processed

[Signature]
Fixed Asset Property Manager

#	Qty	Description	Condition/Notes
1	4	desks	
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