



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
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

April 22, 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 are exhausted.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Rufus G. Crowder", is written over a horizontal line.

Rufus G. Crowder, CPPO, CPPB
Purchasing Agent
County of Galveston

Dickey, Tammy

From: Nolan, Edward
Sent: Tuesday, April 22, 2025 11:08 AM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 04/28/2025: 151500, Tax Office 20250428
Attachments: 151500, Tax Office 20250428 .pdf

Good morning,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: **(151500, Tax Office 20250428 pdf)**:

	Qty	Asset Tag	Description	Serial #	Make	Model
1	1		drafting chair			
2	1		executive chair			
3	1		guest chair			
4	1		cart			
5	1		printer	LJSZ014501	Epson	Stylus NX11J
6	1		dolly			
7	2		printer cartridges		Toner Cartridges	87X
8	6		letter organizer trays			
9	1		keyboard pull out tray -under desk			
10	1		set of 2 speakers		Logitech	
11	2		electric staplers		Bostitch	
12	1		calculator		Sharp	EL-1801V
13	2		calculators		Canon	MP11DX
14	1		date stamp		Classi X	Xstamper M41
15	3		electric/battery operated staplers		Office Depot	196-156
16	1		printer		Brother	HL-L2300D

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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GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 4/9/2025

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: _____

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PURCHASING DEPARTMENT USE ONLY

4/22/2025
Date Form Processed

[Signature]
Fixed Asset Property Manager



PROPERTY DISPOSAL REPORT

DATE: 4/9/2025

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

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

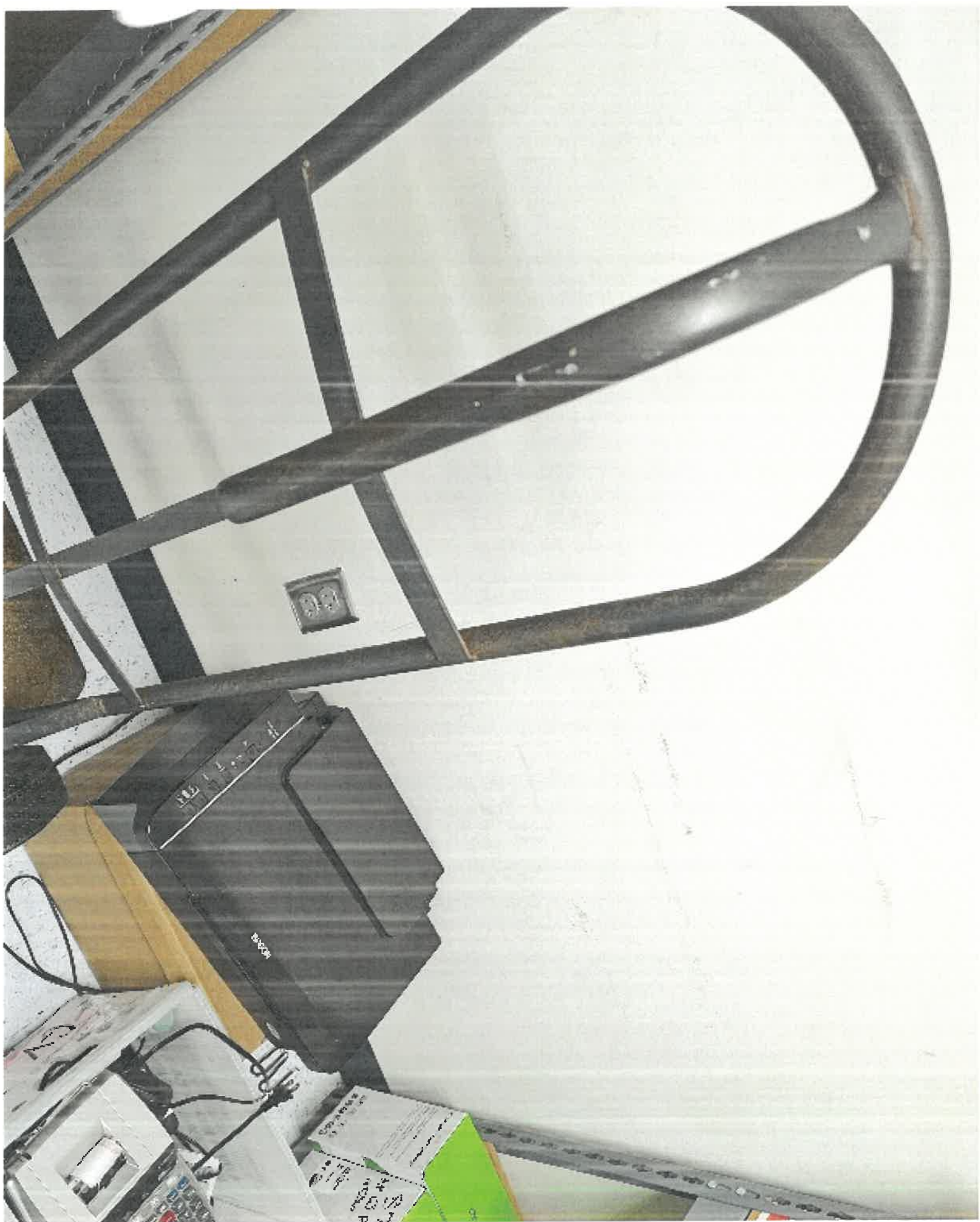
PURCHASING DEPARTMENT USE ONLY

4/22/2025
Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager

	Qty	Asset Tag	Description	Serial #	Make	Model	Notes
1	1		drafting chair				broken
2	1		executive chair				broken, sinks down
3	1		guest chair				fabric torn, wobbly
4	1		cart				broken
5	1		printer	LJSZ014501	Epson	Stylus NX11J	broken
6	1		dolly				rusted
7	2		printer cartridges		Toner		
8	6		letter organizer trays		Cartridges	87X	no longer needed
9	1		keyboard pull out tray - under desk				no longer needed
10	1		set of 2 speakers		Logitech		broken
11	2		electric staplers		Bostitch		broken
12	1		calculator		Sharp	EL-1801V	broken
13	2		calculators		Canon	MP11DX	broken
14	1		date stamp		Classi X	Xstamper M41	broken
15	3		electric/battery operated staplers		Office Depot	196-156	broken
16	1		printer		Brother	HL-L2300D	broken





jarok 5/11

Dickey, Tammy

From: Nolan, Edward
Sent: Tuesday, April 22, 2025 3:42 PM
To: Dickey, Tammy
Cc: Bedsole, Rhonda; Betancourt, Daniel
Subject: Agenda request for commissioners court 04/28/2025: 126100, Dist Clerks 20250428
Attachments: 126100, Dist Clerks 20250428.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 20250428 pdf)**:

- 8 Rapidprint date/timestamp file markers – broken – to be treated as salvage

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: 04/22/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 126100, District Clerks Rhonda Bedsole
Department No. & Name, Department Asset Custodian Authorized Signature

Rhonda Bedsole

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 - (8) File markers / Rapidprint punch device
FAID No. & Description

Reason for disposal: Broken electronic equipment

Serial No./VIN #: _____

From: 114000, County Clerks Location: 600 59th Street
Department No. & Name Building, Floor, Suite, or Room No.

Comments: _____

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PURCHASING DEPARTMENT USE ONLY

4/22/2025
Date Form Processed

[Signature]
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 04/22/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Rhonda Bedsole Rhonda Bedsole 126100, District Clerks
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: (8) File markers

Make: Rapidpunch

Model: _____

Serial/VIN: _____

Year: _____

Color: _____

Description of Use: Electric file stamper / marker

Reason for Disposal: Broken

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

If no, please describe and list all defects.

These items may have plates (for stamping) in them that may need to be kept -

These may need to be treated as salvage to avoid duplication by public

Other: _____

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

4/22/2025
Date Form Processed

[Signature]
Fixed Asset Property Manager

