

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

September 15, 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 Hon.

Veronica Van Horn

Interim Purchasing Agent

Dickey, Tammy

From: Nolan, Edward

Sent: Friday, August 22, 2025 10:21 AM

To: Dickey, Tammy

Subject: Agenda request for commissioners court 09/15/2025: 211101, SO Furniture Surplus

20250915

Attachments: 211101, SO Furniture Surplus 20250915.pdf

Good morning,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: (211101, SO Furniture Surplus 20250915pdf):

#	Qty	FAID	Make	Model	Serial #	Description	Condition/Notes
1	20+					Cabinets (file & other)	Various sizes & shapes
2	19					desks	Various sizes & conditions
3	2					hutches	
4	1		Hiair			mini refrigerator	
5	1		Sylvania			24" Television	
6	1		Mesa			Drop-box Safe	
7	1		Fagor	Concept		(oven / autoclave?)	
8	1					Stepladder (4 ft)	
9	9+					cube storages & write surfaces	parts of modular storage
10	5					rolling carts	

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: 08/20/2	025	
211101, S	heriff's Office	tion: Fixed Asset Property Manager Chief Deputy Melencio Villarreal
Department N	lo. & Name, Departr	nent Asset Custodian Authorized Signature
Re: Please amend	the inventory to	reflect the following change(s) due to DISPOSAL
METHOD OF DI	SPOSAL	
□ Auction _	Date	
□ Theft	Date	(Attach the Law Enforcement Agency Theft Report)
□ Destroyed by □ Natural	Disaster	Date
□ Traffic	Accident	Date
□ Trade-In _	Date	
□ Donated	Date	Agency receiving donation:
Disposar of:		e - see attached sheet
	AID No. & Descrip	
Reason for disposa	l: Replaced	lumiture
Serial No./VIN #:_		
From: 211101 Department N	, Sheriff's (Office Location: Justice Center Building, Floor, Suite, or Room No.
Comments:		graph and
PLEASI	E RETAIN A	COPY OF THIS FORM FOR YOUR RECORDS
-11	PURC	CHASING DEPARTMENT USE ONLY
Nate Form Processed	5	Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 08/20/2025		
To: Purchasing Department, Attention: Fix	xed Asset Property Manager	
From: 2 May 11 Miles	Chief Deputy Melenci	o Villarreal 211101, Sheriff's Office
Authorized Signature	Print Name	Department/Division
Re: Pre-disposal disclosure		
Method of Disposal: Destroy _	Scrap Salv	rage Starting Bid \$
Please describe the item to the best of your	knowledge. Please list any a	nd all defects.
Disposal of FAID No: N/A	Description: Furnitu	ure - see attached sheet
Make:	Model:	
Serial/VIN:	Year:	Color:
Description of Use: Furniture		
Reason for Disposal: Replaced fur	niture	
Is this item currently in sound working con	dition? X Yes	No
If no, please describe and list all defects.		
Other:		
PLEASE RETAIN A COP	Y OF THIS FORM FO	R YOUR RECORDS
PURCHASI	NG DEPARTMENT USE O	DNLY
N12212095	Fixed Asset Property N	-/LLX
DORG LAUR LICESSON	1 most report richard r	TANK LONGOVO

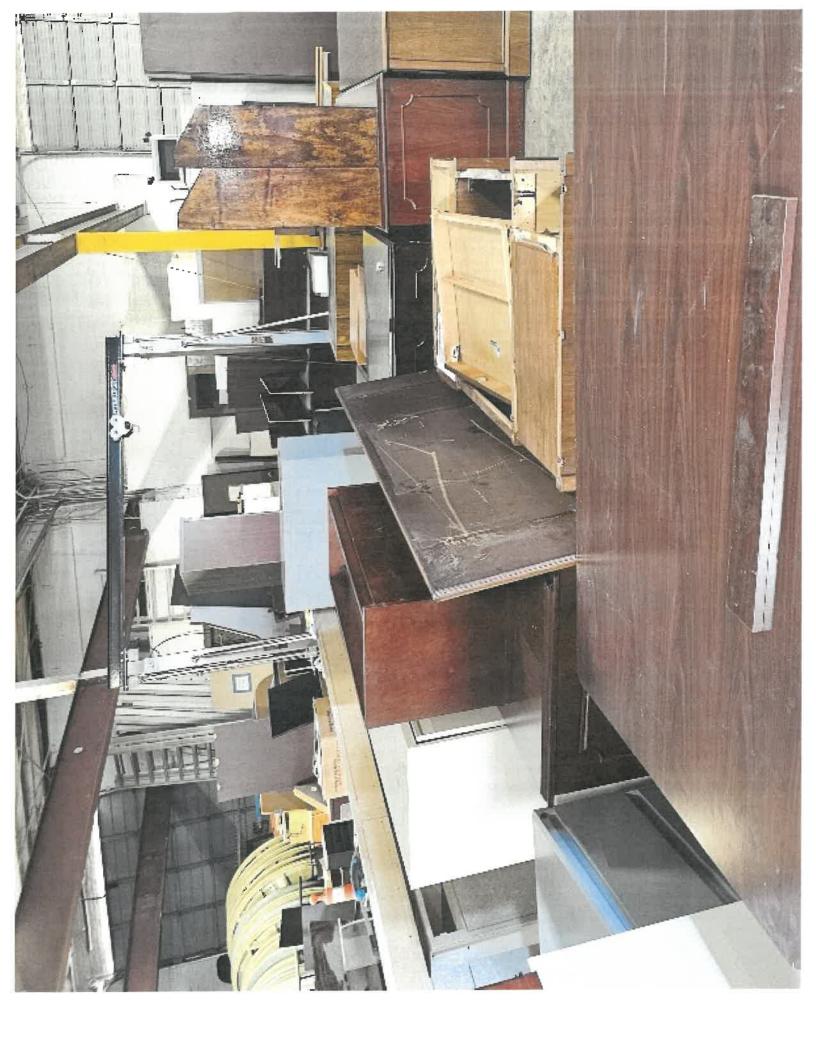
otion Condition/Notes	ner) Various sizes & shapes	Various sizes & conditions							rite surfaces parts of modular storage								
Description	Cabinets (file & other)	desks	hutches	mini refrigerator	24" Television	Drop-box Safe	(oven / autoclave?)	Stepladder (4 ft)	cube storages & write surfaces	rolling carts							
Serial #																	
Model							Concept										
Make				Hiair	Sylvania	Mesa	Fagor										ł.
y FAID		6	2	1	1	1	1	1		5					·		
# Qty	1 20+	2 19	£	4	5	9	7	00	+6 6	10	11	12	13	14	15	16	



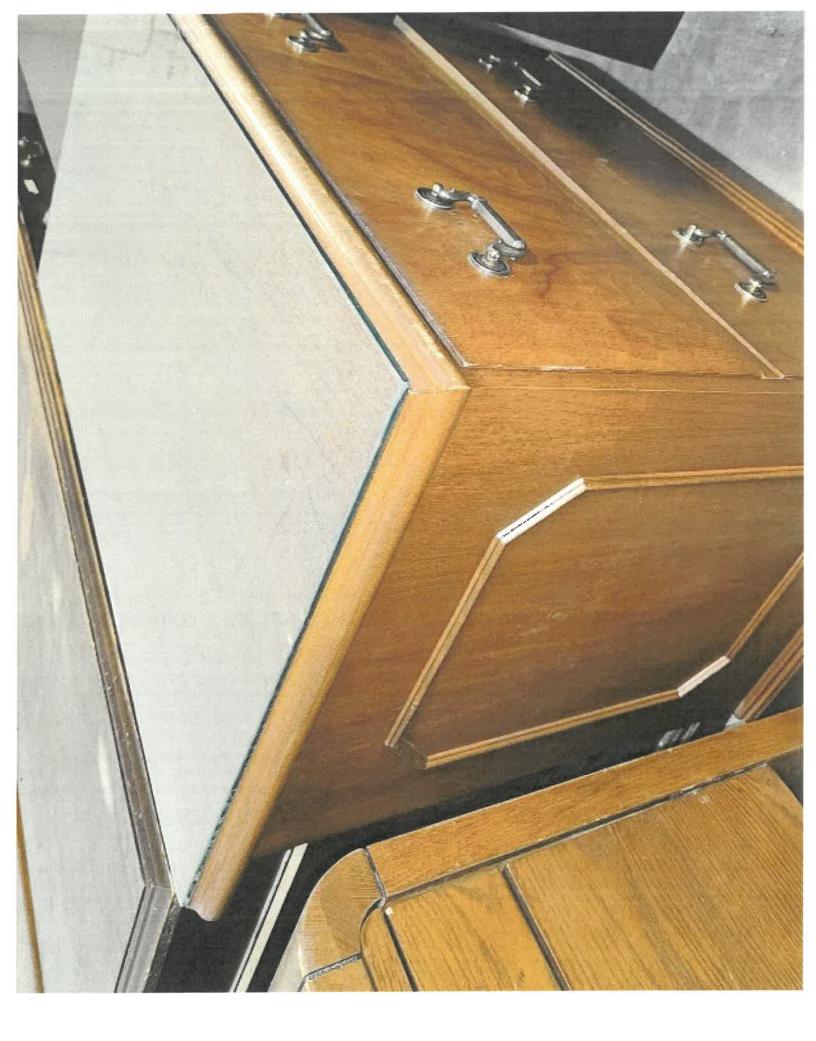












Dickey, Tammy

From: Nolan, Edward

Sent: Thursday, August 28, 2025 12:43 PM

To: Dickey, Tammy

Subject: Agenda request for commissioners court 09/15/2025: 170100, Facilities - Warehouse

surp 20250515

Attachments: 170100, Facilities - Warehouse surp 20250515.pdf

Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation or treatment as salvage: (170100, Facilities - Warehouse surp 20250515.pdf):

#	Qty	FAID	Make	Model	Serial #	Description	Condition/Notes
						Built-in cabinets	From temp buildings /
1	20+	N/A				(apprx count)	decent quality / surplus
						Particle wood desks	Salvage / particle board
2	15+	N/A				(apprx count)	crumbles on re-build
						Corian lab tables	
3	6+	N/A				from Med Exam	Salvage
4	1	N/A	Aprilaire	1710A	332013A72342	Dehumidifier	
						Motors (apprx	
						count) - broken /	Salvage / broken motors
5	20+	N/A	Various			dmg'd	(small)
						Scientific	
14						Refrigerator -	
6	1	N/A	True	T-49	7233812	broken	Salvage
7	1	N/A	Lochinvar	100148525	102745524	Water heater	Non-working - salvage
				TTA120A			
8	1	N/A	Trane	300GB	172721H5YA	Condenser	Non-working - salvage
H						Assemble-desks	surplus / from temp
9	8+	N/A				(cabinets + topper)	buildings

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: 08/	/28/2025	
From: 170	100, Facilities Mis	
Dep	artment No. & Name, Departs	ment Asset Custodian Authorized Signature
Re: Please	amend the inventory to	reflect the following change(s) due to DISPOSAL
METHOD	OF DISPOSAL	
□ Auctio	Date	
□ Theft	Date	(Attach the Law Enforcement Agency Theft Report)
□ Destro	yed by Natural Disaster	Date
٥	Traffic Accident	Date
□ Trade-	-In Date	
□ Donate	Date	Agency receiving donation:
Disposal of:	N/A - Misc Ite	ms - see attached sheet
~	FAID No. & Descrip	
Reason for	disposal: Replaced	/ broken / No longer needed
Serial No./\	/IN #:	
TTOILL.	0100, Facilities	Location: Old Skills Garage Building, Floor, Suite, or Room No.
Comments:		
PL	EASE RETAIN A	COPY OF THIS FORM FOR YOUR RECORDS
- i	PUR	CHASING DEPARTMENT USE ONLY
8/38/	2025	Fixed Asset Property Manager
Date Form Pro	cessed	West triber 1 tober 2 trianger



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 08/28/2025	
To: Purchasing Department, Attention: Fixed Asset	t Property Manager Misty Witmer, CIO 170100, Facilities 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 knowle	lge. Please list any and all defects.
Disposal of FAID No: N/A De	scription: Misc Items - see attached shee
Make:	Model:
Serial/VIN:	Year: Color:
Description of Use: Furnishings / built-	ns / misc items
Reason for Disposal: Replaced / broken	/ No longer needed
Is this item currently in sound working condition?	
If no, please describe and list all defects.	
Other:	
PLEASE RETAIN A COPY OF	THIS FORM FOR YOUR RECORDS
PURCHASING DEI	PARTMENT USE ONLY
Date Form Processed	Fixed Asset Property Manager

# Qty	Qty FAID	Make	Model	Serial #	Description	Condition/Notes
1 20+ N/A	N/A				Built-in cabinets (apprx count)	From temp buildings / decent quality / surplus
2 15+ N/A	N/A				Particle wood desks (apprx count)	Salvage / particle board crumbles on re-build
3 6+	N/A				Corian lab tables from Med Exam	Salvage
41	N/A	Aprilaire	1710A	332013A72342	Dehumidifier	
5 20+ N/A		Various			Motors (apprx count) - broken / dmg'd	Salvage / broken motors (small)
6 1	N/A	True	T-49	7233812	Scientific Refrigerator - broken	Salvage
7 1	N/A	Lochinvar	Lochinvar 100148525	102745524	Water heater	Non-working - salvage
			TTA120A			
8 1	N/A	Trane	300GB	172721H5YA	Condenser	Non-working - salvage
+8 6	N/A				Assemble-desks (cabinets + topper)	surplus / from temp buildings
10						
11						
12						
13						
14						
15						
16						

True Manufacturing Co., Inc. True Refrigeration IN O'Fallon, MO 63366 MADE IN THE USA

SERIAL NUMBER: CABINET

233812

MADE IN SINCE 1945 C.O. A.

7233812

NEK6212Z

CHARGE REFRIGERANT: R134A

LOW SIDE 140 (96,5)

DESIGN PRESSURES - PSIG (N/cm²)

MODEL: T-49

HIGH SIDE 312 (215,1)

VOLTAGE

Η

115

12 (340)oz. (9)

F.L. AMPS

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9.1

09

THIS UNIT LISTED UNDER N.S.F. NO. 7

5,553,354/5,433,082/5,699,676 0273,298/0271,107/5,584,547 6.792,769

U.S. PATENT NUMBERS;

ENERGY STAR

NOM AMOR

DO NOT CLEAN LABEL WITH SOLVENT



TRAME CLARKSVILLE, TN ASSEMBLED IN MEXICO

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AMORE TO THAT 126/13006 B to 7/2017

SERIAL NO 172721H5YA SUITABLE FUN UUTDOOR HAF

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LB

3

FOR CHARGING DATA SET TINES SERVICE FACTS.

MINIGKT AMPS 42.8

DATA FOR USA INSTALLATION

MAX FUSE (AMPS) 60

HACRITYPLERY BREAKER 60 AMPS

REPLACEMENT CNLY

DATA FOR CANADIAN INSTALLATION

MAX, FUSE (AMPS) 6()

CKT BREAKER 50 AMPR

SEE ELECTRIC HEATER INSTALLED. NAMEPLATE FOR HEATER HATING

EQUIPMENT COMPLIES WITH THE REQUIREMENTS OF ASHRAE STANDARD 90 1

43674365A REV - A



CONFORMS TO UL STO 1886 CERTIFIED TO CANICSA STO C22.2 ND. 238

4367-1624-1400 REV H







COMMERCIAL STORAGE TANK WATER HEATER



FOOEL NA		SERIAL NUM	BER	ITEM ID	PART NUMBER
00148525		102745524		H3X54	
PHASE	VOLTS-AC	No. OF	s	WATTS	WATTS TOTAL
13	490	9	i	6000	54,000
RATED	TTY US GAL MEASURED	STAND	BYLO		MAX WORKING PRESSURE
73	80	1	81		150 O

Lochinvar, LLC

300 Maddox Simpson Pkwy

Lebanon, TM 37090



CAUTION

Moving Parts. Do not operate unit with access panels removed.

Pièces mobiles. Ne pas faire fonctionner l'appare si les panneaux d'accès ne sont pas en place.

Risk of Electric Shock. Disconnect power before servicing unit.

Risque de décharge électrique. Débrancher l'apparell avant d'en faire l'entretien

Hot parts. Do not operate with access panels removed. Les pièces deviennent très chaudes. Ne pas faire fonc l'appareil si les panneaux d'accès ne sont pas en pl



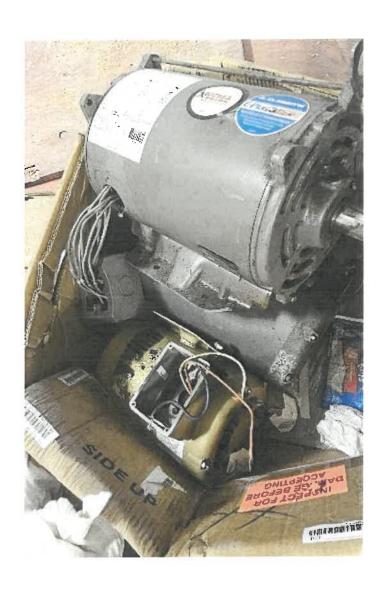
Aprilaire®

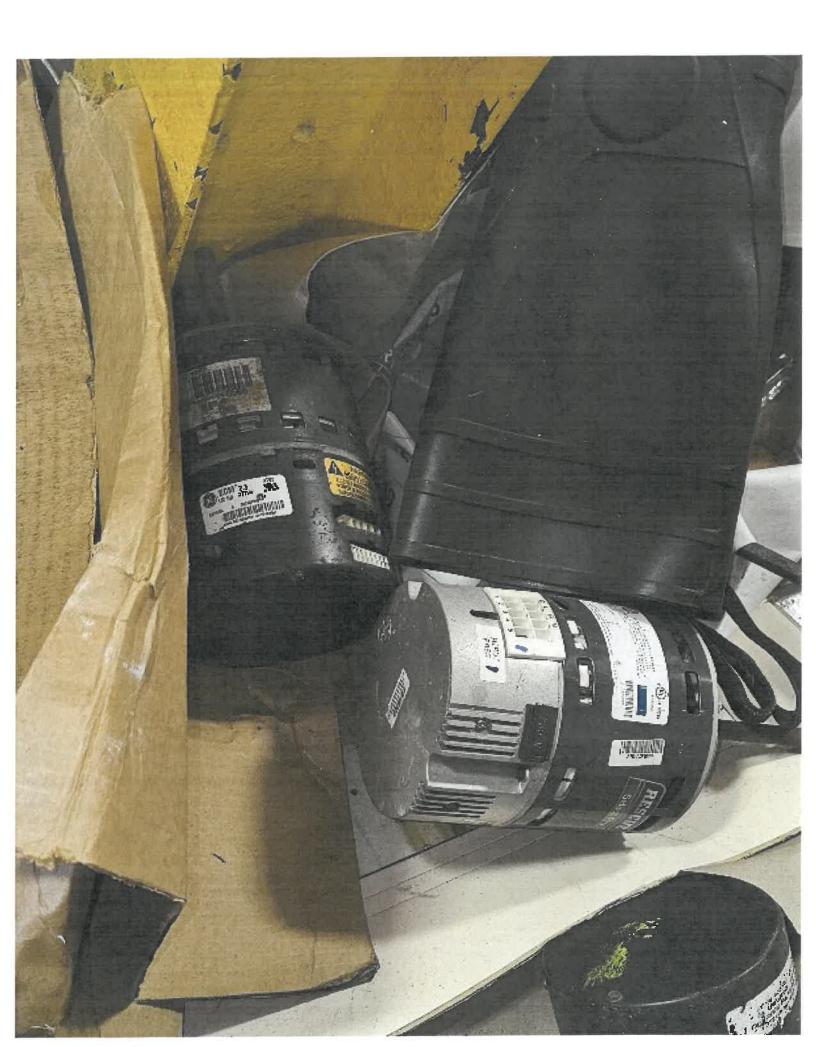
DEHUMIDIFIER Model 1710A

110/120VAC, 60 HZ, 8 AMPS
THERMALLY PROTECTED MOTORS
REFRIGERANT: 410A, 23 OZ
MAXIMUM DESIGN PRESSURE (PSIG):









Dickey, Tammy

From:

Nolan, Edward

Sent:

Thursday, September 4, 2025 1:58 PM

To:

Dickey, Tammy

Subject:

Agenda request for commissioners court 09/15/2025: 151300, Auditors Office 20250915

Attachments:

151300, Auditors Office 20250915.pdf

Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: (151300, Auditors Office 20250915.pdf):

					Serial		
#	Qty	FAID	Make	Model	#	Description	Condition/Notes
1	18	N/A				Rolling task chairs (apprx count)	Surplus
2	4	N/A				Bookcase	Surplus
3	10	N/A				Guest chairs / non-rolling	Surplus
4	5	N/A				Desks with return	Surplus
5	3	N/A				Desks no return	Surplus
6	7	N/A				Cabinets (file or other)	Surplus
7	1	N/A				Credenza	Surplus
8	1	N/A				Hutch	Surplus
9	1	N/A				Tree, ornamental	Surplus
10	2	N/A				Boxes of Misc Office supplies	Surplus
11	1	N/A				Rolling media cart	Surplus
12	1					Television	Surplus
13	1					Folding table	Surplus
14	6+					bins (recycling & trash)	Surplus
15	80+					Modular elements	Walling, writing surfaces, storage, etc
16	53+	N/A				Rolling task chairs (apprx count)	Prof svcs storage area

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

DA	TE; 08/28	/2025		
То	Purchasing	Department, Atten	tion: Fixed Asset Property Manage	r
Fro	m:		Christie Motogbe, CPA	Christie Motogbe
	Departme	ent No. & Name, Departr	ment Asset Custodian Authorized Signature	0
Re:	Please ame	end the inventory to	reflect the following change(s) due	to DISPOSAL
ΜI	ETHOD OF	DISPOSAL		
	Auction	Date		
	Theft	Date	(Attach the Law Enforcement Age	ency Theft Report)
	Destroyed • Nati	by ural Disaster	Date	
	□ Traf	fic Accident	Date	
	Trade-In	Date		
	Donated	Date	Agency receiving donation:	
Dis	posal of:	N/A - office ful	rniture - see attached shee	t
		FAID No. & Descrip		
Rea	son for disp	osal: Replaced	/ No longer needed	
Ser	ial No./VIN	#:		
Fro	****	00, Auditors C	Location,	Moody Ave, 4th Floor ling, Floor, Suite, or Room No.
Cor	nments:			
	PLEA	SE RETAIN A	COPY OF THIS FORM F	OR YOUR RECORDS
		PUR	CHASING DEPARTMENT USE	ONLY
D.4.	F D		Fixed Agest Propert	Monagar



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 08/28/202	5			
To: Purchasing Department	nent, Attention: Fixe	ed Asset Property M	anager	
From: Christis Authorized	Motogbe	Christie N	Notogbe, CPA	151300, Auditors Office
Authorized	Signature 6	Print Name		Department/Division
Re: Pre-disposal disclo	sure			
Method of Disposal:	Destroy	Scrap	Salvage S	tarting Bid \$
Please describe the item	to the best of your l	knowledge. Please l	ist any and all de	fects.
Disposal of FAID No:	N/A	Description:	Office furnit	ure / furnishings
Serial/VIN:				Color:
Description of Use: F	urnishings / d	chairs / office	items	
Reason for Disposal:	Replaced / br	oken / No Ion	ger neede	d
Is this item currently in	sound working cond	lition? X Yes	No	
If no, please describe an	d list all defects.			
Other:	-			
PLEASE RE	ETAIN A COPY	OF THIS FOR		JR RECORDS
Date Form Processed		Fixed Asset	Property Manager	

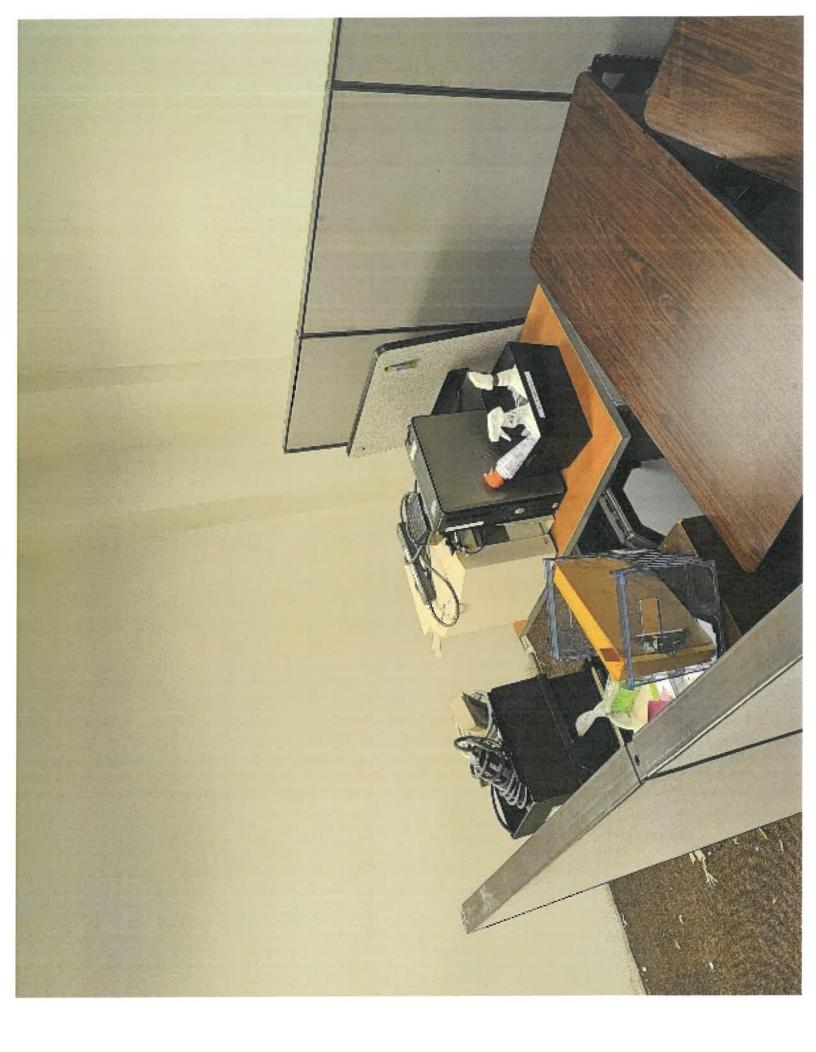
		_	_	_						_						_
Condition/Notes	Surplus	Surplus	Surplus	Surplus	Surplus	Surplus	Surplus	Surplus	Surplus	Surplus	Surplus	Surplus	Surplus	Surplus	Walling, writing surfaces, storage, etc	Prof svcs storage area
Description	Rolling task chairs (apprx count)	Bookcase	Guest chairs / non-rolling	Desks with return	Desks no return	Cabinets (file or other)	Credenza	Hutch	Tree, ornamental	Boxes of Misc Office supplies	Rolling media cart	Television	Folding table	bins (recycling & trash)	Modular elements	Rolling task chairs (apprx count)
Qty FAID Make Model Serial#																
Model																
Make																
FAID	18 N/A	4 N/A	10 N/A	5 N/A	3 N/A	7 N/A	1 N/A	1 N/A	1 N/A	2 N/A	1 N/A					N/A
Qty													1	14 6+	15 80+	16 53+ N/A
#	1	2	3	4	2	9	7	00	6	10	11	12	13	14	15	16

















Nolan, Edward

To: Dickey, Tammy

Subject: Agenda request for commissioners court 09/15/2025: Fleet surplus (7 veh & equip)

20250915.pdf

Attachments: 172111 Fleet vehicles 20250915.pdf

Good afternoon,

Could we please place the following asset on the next available commissioners court appropriate removal as surplus: (Fleet surplus (7 veh & equip) 20250915.pdf.pdf):

#	FAID	Unit	VIN	Desc	Notes
1	29251	C6602	1FTRF12276NB40780	2006 Ford F150	chemical smell/ age of asset
2	30128	C5811	LV5525R453700	2008 JOHN DEERE 5525	bad battery /bad hydr pump
3	30459	C5914	1FDWX3GR2AEA49843	2010 Ford F350	engine light / blue wrench light
4	31601	C0211	1FTFW1CF5CFB26936	2012 Ford F150	Low pressure light / bent tail
5	32016	C3605	1FM5K8ARXGGA62921	2016 Ford EXPLORER	age / mileage
6	32130	C0642	1GNLCDEC3GR328525	2016 CHEVROLET Tahoe	no start w/boost, no lights
7	32646	C3909	1GNLCDKC0KR322954	2019 CHEVROLET Tahoe	low press & theft deter lights on

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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Date	e:	07/30/	2025						
To:		Purchasii	ng Departn	nent, Fixed Asse	et Property N	/lanager			
Trans	sferor:	Haliy	Asset Custodian	2 tai	(Print Name)	ot	Department / Division:	MOSQUIT	O CONTROL
Rece	iver:	(Authorized)	Asset Custodian	Signature)	ELIZABETH	BRYANT	Department / Division:	172111/FL	EET MGMT
RE:		Please an	nend the in	ventory to refle	ct the follow	ing chan	ge(s) due to	TRANSFI	ER
Trans	101	9251 MD#, last 5 digits		6602 Descript	ion 2006 F	ORD F	150	SerialVIN	40780
From				NTROL	Location	5115 (HWY 3 DIC	KINSON	(last 5 digits) I TX 77539
(1.0111		(Departm	ent/Division Nan	në)	BOJOGUION		(Building, Floor, S	ulte or Room	No)
To	172	2111/Fl	LEET N	/IGMT	Location	2875	VICHOLAS	AVE, DI	KN 77539
Reaso	n for Ti		ent/Division Nan E/MILA	GE OF ASS	ET - ASSI		(Building, Floor, S S REPLA		•
Transf	er 3'	1721	_{Unit#} C	6310 _{Descripti}	_{on} 2013 F	ORD F	150 s	SerialVIN	41014
	(FAI	D#, last 5 digits)							(last 5 digits)
From	MO	SQUIT	O CO	NTROL	Location	5115 F	IWY 3 DIC	KINSON	TX 77539
	470		nt/Division Nam				(Building, Floor, St		
To	1/2	111/FL			Location		IICHOLAS		
			nt/Division Nam	•	ACCE		Building, Floor, Su		•
Reason	for Tra	ansfer AG	E / IVIILA	GE OF ASSI	= 1 - A55E	: I VVAS	REPLAC	LED BY	C64/04
		F	LEASE RET	AIN A COPY OF	THIS FORM F	OR YOU	R RECORDS		
-				PURCHASING D	EPARTMENT USE O	INLY	1 1	///	
-	9141	2015				3 No	14-	46-68	6
Da	te Form i	rocessed				Flied Asset	Properly Manager		

w:/Fixed Assets/FA Forms/FA-02,Transfer revised 10/05/2020



DATE: 9/4/2025 To: Purchasing Department, Attention: Fixed Asset Property Manager From: 172111 / FLEET MGMT

Department No. & Name, Department Asset Custodian Authorized Spnature Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL METHOD OF DISPOSAL Auction Theft (Attach the Law Enforcement Agency Theft Report) Date Destroyed by □ Natural Disaster ☐ Traffic Accident Trade-In Donated Agency receiving donation: 2006 FORD F150 Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED Serial No./VIN #: 1FTRF12276NB40780 Location: 2875 NICHOLAS AVE DICKINSON From: 172111 FLEET MGMT Building, Floor, Suite, or Room No. Department No. & Name Comments: C6602 PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS PURCHASING DEPARTMENT USE ONL)



FLEET PRE-AUCTION DISCLOSURE FORM

DATE: 9/3/2025		
To: Purchasing Department, Attention: Fixed Ass	et Property Manager	AAAA CORT NAONE
From: ELIZABET	-I BRYANI 1/2	2111/FLEET MGMT
	Print Name	реранием эттогом
Re: Pre-auction vehicle disclosure		Starting Bld:
Disposal of FAID No: 29251	escription: 2006 FC)RD F150
Unit # C6602 Serial/VIN: 1FTRF122	'6NB40780	Mileage: 72020
Reason for Disposal: AGE / MILAGE / A	SSET HAS BEI	EN REPLACED
Has this vehicle ever been in a wreck? Ye		
What type of damaged resulted from wreck?		
List any engine issues:		
List any transmission issues:		
List any fluid leaks (oil, fuel, radiator, transmission	ı, etc.)	
Are all tires road-worthy? X Yes N	o If No, please explain	n;
Is there a spare tire? Yes X No		
Other:		
PLEASE RETAIN A COPY OF	THIS FORM FOR	YOUR RECORDS
PURCHASING DE	PARTMENT USE ONI	Y Ala
9/4/2025	Camp 4-	16600
Data Farm Processed	Fixed Asset Property Mana	iger

Vehicle Inspection Form

Inventory ID:C6602	Asset Number: 29251	Fair Market Value:			
Short Description: Year 2006 Make FORD	Model	=150			
VIN: 1 F T R F 1 2 Odometer: 7 2 0 4 6	2 7 6 N B 4 0 ■ Miles □ Kilometers Odd	7 8 0 Title Restriction: Y N Ometer Accurate Y N:			
Long Description: This Vehicle: Starts Starts with a Boost & Runs/Driveable Engine Runs Does Not Run For Parts Only Engine- Type: 4.2 L, V6 Gas Diesel Engine Propane/Natural Gas Gas/Electric Hybrid Engine Condition: Repairs needed: Repairs needed:					
	Maintenance Records: ☐ Speed Condition: ☐ Operal	les Available Not Available For Inspection ble Needs repair Is Unknown Condition			
Drivetrain: ■ 2 Wheel Drive □ 4 Wheel Drive □	el Drive Condition: Windows: No Cracke	d Glass Cracked WINDSHIELD Tread: #Flat Hubcaps #_			
Major Damage to: Additional Damage: CHEMICAL SN Decals: None Have Been Sprayer Emergency equip: None Has b	or Have been Removed &	■ Impressions Remain □ No Impressions			
Interior: Color GRAY Cloth Vinyl Leather Damage to Seats: WORN, TORN & STAINED; HEADLINER STAINED Damage to Dash/Floor: WORN & STAINED; NO CENTER CONSOLE Radio: Stock or Brand & Model: AM/FM AM/FM AM/FM Cassette AM/FM CD					
□ AC (Condition: □ Cold □ Unknown) □ No AC					
Additional Equipment: Manufacturer Mode Tool Box . Light Bar Ladder Rack					
Location of Asset: DSY 8/14/2025 For more information contact: Reminder: Do not close items on or surrounding a Holiday, on Friday nights, or Weckends. Stagger closing times by 10 minutes.					



Date:	1/13/2025	Seed December 65	12.50f	
To:	Purchasing Department, Fix	LEE CROWDER	Department	296100 FLOOD
Transferor:	Land Control of Control	(Print Name)	/ Division:	200.00.000
Receiver:	(Authorized Asset Custodian Signature)	ELIZABETH E	Department / Division:	172111/FLEET MGMT
RE:	(Authorized Wet Custodian Signature) Please amend the inventory		ng change(s) due to	TRÄNSFER
Transfer 3	0128 Unit # C5811	Description 2008 JOH		SerialVIN 453700 (last 5 digits)
rom 296	6100/FLOOD	Location		20 NOBLE CARL DRIVE
172	(Department/Division Name) 2111/FLEET MGM (Department/Division Name)	Location	2875 NICHOLAS	AVE, DKN 77539
Reason for Ti	ransfer AGE / HOURS OF			SerialVIN
ransfer	Unit #	Description		(last 5 digits)
rom	(Department/Division Name)	Location	(Building, Floor, S	iulte or Room No)
0	(Department/Division Name)	Location	(Building, Floor, S	ulte or Room No)
leason for Tr	Annual Control of the	COPY OF THIS FÖRM F	OR YOUR RECORDS	j
61	7 (20 7 5	IRCHASING DEPARTMENT USE O	Fixed Aiset Property Manag	- MR
j	ts/FA Forms/FA-02,Transler			

3



DATE: 6/16/2025 To: Purchasing Department, Attention: Fixed Asset Property Manager From: 172111 / FLEET MGMT

Department No. & Name, Department Asset Custodian Authorized Senature 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) Destroyed by Natural Disaster ☐ Traffic Accident Trade-In Donated Agency receiving donation: Disposal of: 30128 2008 JOHN DEER 5525 TRACTOR Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED Serial No./VIN #: LV5525R453700 Location: 2875 NICHOLAS AVE DICKINSON From: 172111 FLEET MGMT

Department No. & Name Building, Floor, Suite, or Room No. Comments: C5811

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

Date Form Processed

Fixed Asset Property Manager



GENERAL ASSET PRE-DISPOSAL DISCLOSURE FORM

Date:	6/16/2025		
To: Pi	urchasing Department, Attention: Fin		
From:	Suthorized Signature	Print Name	FLEET DEPARTMENT Department/Division
Re: Pr	e-disposal disclosure		
Method	d of Disposal: Destroy	Scrap Sal	vage Starting Bid \$
Please	describe the item to the best of your	knowledge. Please list any	and all defects.
Diśpös	al of FAID No: 30128	Description: TRAC	TOR
Make:		Model: 5525	
Serial/\	VIN: LV5525R453700	Year: 2008	Color: GREEN
Descrip	otion of Use: CRYSTAL BE	ACH MOWING TE	RACTOR
	for Disposal: ASSET HAS		
Is this i	tem currently in sound working con-	dition? Yes	No
If no, p	lease describe and list all defects.		
Other:			
	PLEASE RETAIN A COPY	OF THIS FORM FO	R YOUR RECORDS
011	PURCHASIN	IG DEPARTMENT USE O	
7/4	Processed	Fixed Asset Property	Manager

Tractor Inspection Form

Inventory ID: C5811 Asset Number 30128 Fair Market Value:				
Short Description: Year 2008 Manufacturer JOHN DEERE Model 5525 Serial Number LV5525R453700				
Please fill in or check Long Description: This Equipment: Starts Starts with a Boost & Is Operable Is not operable For Parts Only Engine 4.5 L, v4 Gas Diesel engine Hours 3269 Miles This vehicle was maintained every Hours Horse Power 91 Engine Manufacture: JOHN DEERE Condition: Is Operable Needs repair Is in Unknown Condition Repairs needed: NEEDS BATTERY; FUEL FILTER MISSING; HYDRAULIC FLUID CAP MISSING Date Removed From Service: Maintenance Records: Available Not Available For Inspection Transmission Transmission: Automatic Manual 12 Speed Transmission: Hours Miles Transmission Manufacture: JOHN DEERE Condition: Is Operable Needs Repair Is Unknown Drivetrain 4 WD Repairs Needed: BAD HYDRAULIC PUMP				
Attachments & Additional Equipment Backhoe Front End Loader PTO Drive 3 Point Hitch Other: Mowing Deck: Manufacture: Deck Condition: Operable Not Operable & Damage:				
Other Equipment: Manufacturer Model Serial # Condition: □ Is Operable □ Needs repair □ Is in Unknown Condition Description:				
Exterior: Color GREEN Windows: No cracked glass Cracked NO DRIVER'S DOOR Minor Dents Scratches Dings Tire Condition: Low_				
Damage to: WORN, TORN & STAINED Radio: Brand NO RADIO Cruise Control Power: Steering Seats AC No AC Condition: Cold Unknown				
ocation of Asset: DSY 1/2/2025 or more information contact:				



Date:	6/10/20)25	rums _s summer						
To:	Purchasing	, Departm	ent, Fixed	Asset Pr	operty Ma	nager	Description		
Transfero		Se			Lee Crov	wder-	Department / Division:	312110 Adn	ninistration
1	Jacomorized As	set Custodian	Signature)	(F	rint Name)				
Receiver:	<u></u>	R.	not		Elizabeth Br	yant	Department / Division:	172111/F	eet Mgmt
	Authorized As	set Gustodian	ignature)	(F	rint Name)				
RE:	Please am		ventory to						
	30459	11is.a. C	5914 _{Des}	crintian	2009 For	d Servi	ce Truck	SerialVIN	49843
Transfer	(FAID#, last 5 digits)	Unit # _	Des Des	caption				54110	(last 5 digits)
From 3	12110 Ac	lminist	ration		Location	Dickin			5115 Hwy 3
110111		nt/Division Nan			_		(Building, Floor,		
To 1	72111/Fle	et Mg			Location		son/2875 N		ksn Fleet Lot
Reason fo	r Transfer Rep	olaced in	FY2025	budge	et,	* 1	and the second seco		an anterior day.
Transfer		Unit#	Des	cription				SerialVIN	
) fallster	(FAID#, last 5 digits)								(last 5 digits)
Crom					Location				
From	(Departmen	nt/Division Nan	nė)		0		(Building, Floor, S	Suite or Room I	No)
To					Location				
То	(Departmen	nt/Division Nam	ne)		-	-	(Building, Floor,	Suite or Room	vo}
Reason fo	r Transfer								
NEGSOIT 10		LEASE RE	TAIN A COP	Y OF TH	IIS FORM F	OR YOU	IR RECORDS	S	
			PURCH	ASING DEPA	RTMENT USE O	NLY	1 1	110	
9	[4/2025				6	Luc	14_	Ma	
Date	Form Processed		1000			Fixed Asse	t Property Manag	er	

w:/Fixed Assets/FA Forms/FA-02,Transfer revised 10/05/2020



DATE: 9/4/2025 To: Purchasing Department, Attention: Fixed Asset Property Manager From: 172111 / FLEET MGMT

Department No. & Name, Department Asset Custodian Authorized Signifuture Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL METHOD OF DISPOSAL Auction Theft (Attach the Law Enforcement Agency Theft Report) Destroyed by Natural Disaster Traffic Accident Date Trade-In Agency receiving donation: Disposal of: 30459 2010 FORD F230 SERVICE BODY Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED Serial No./VIN #: 1FDWX3GR2AEA49843 Location; 2875 NICHOLAS AVE DICKINSON From: 172111 FLEET MGMT
Department No. & Name Comments: C5914 PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS PURCHASING DEPARTMENT USE ON



FLEET PRE-AUCTION DISCLOSURE FORM

DATE: 9/3/2025 To: Purchasing Departm	ent, Attention: Fixe	ed Asset Property Manag	ger
alon	ELIZA	BETH BRYANT	172111/FLEET MGMT
'TOM: ignature		Print Name	Department/Division
e: Pre-auction vehicle	disclosure		Starting Bld:
Disposal of FAID No:	30459	Description: 2010	FORD F350 SERVICE BODY
Init # C5914 Serial	VIN: 1FDWX	(3GR2AEA4984	13 Mileage: 141210
eason for Disposal: A	GE / MILAGI	E / ASSET HAS	BEEN REPLACED
		Yes X No	If Yes, what year.
What type of damaged re	sulted from wreck?		
ist any engine issues:			
ist any transmission iss	ues:		
ist any fluid leaks (oil,	uel, radiator, transn	nission, etc.)	
re all tires road-worthy	X Yes	No If No, please	explain:
there a spare tire?	Yes X N	o Is the full jack	present? Yes X No
ther:		1	
PLEASE RE	TAIN A COPY	OF THIS FORM	FOR YOUR RECORDS
s 1	PURCHASIN	G DEPARTMENT US	E ONLY
7/4/2025		Edired	4-/149
Inte Form Processed		Fixed Asset Prope	Hy Manager

Vehicle Inspection Form

Inventory ID C59	14	Asset Number: 3()459 Fai	r Market Value:
Short Description: Year 2010	_{Make} FORD		Model F35	SERVICE TRUCK
VIN: 1 F D		R 2 A E 7	4 9 8	4 3 Title Restriction: DY DN
Odometer: 4	4 1 8 0	Miles Kilom	eters Odomete	er Accurate Y N:
Long Description:		An and adding the companies	A. o. Calo Po. Anti-communication and Principles As	A. T. Salahini da da Galifa Galifa da Galifa d
			-	uus 🗆 Does Not Run 🗀 For Parts Only atural Gas 🔲 Gas/Electric Hybrid
Engine Condition: El Repairs needed: RED				LUE WRENCH ON
This vehicle was maint	ained every	Days 🗖 H	ours 🗆 Miles	
Date Removed From S	ervice: 6/11/2025	Maintenance I	Records: Avai	lable Not Available For Inspection
Transmission: Auto	omatic Manual _	_Speed Condition	ı: 🗌 Operable 🗆	Needs repair 🗌 Is Unknown Condition
Repairs Needed:				
Drivetrain: 2 Whee	el Drive LJ4 Wheel	Drive Condition:		Adapt Adapt
Minor: Desis ESc		Tire Condition:	OOR	ass Cracked WINDSHIELD Tread:#Flat_1 Hubcaps #
Major Damage to:			the season of the season of	
Additional Damage:			n 10 El 1	
Emergency equip:				mpressions Remain No Impressions the exterior There are no holes
				the exterior increase no notes
- \\/\	TAN/BROWN	TAINED		
Damage to Seats:	WORN, TORN 8	STAINED: HEA	DLINER & S	UN VISOR DAMAGED
Radio: Stock or DE				FM AM/FM Cassette AM/FM CD
MAC (Condition:		□No AC		ags: T Driver's Side Dual
Cruise Control Ti	_ ′			3
		or Locks Seats		
Additional Equipment	t:			
Manufacturer	Model	; and take quality	Serial #	
☐ Tool Box ☐ Light F	Bar □ Ladder Rack □	Utility Body: Bra	nd	☐ Hitch: Type
Location of Asset:	DS	SY 6/18/2025		3.4000-stallishatikashimat-bira, wisanen mantaya dan yawati biri ilar sijigilanna mana mara s
For more information		ng a Holiday, on Frid	ay nights, or Wee	kends. Stagger closing times by 10 minutes.
		_ ,		



Date:	1/15/2020			
To:	Purchasing Department, Fixed Asset Pro	perty Manag	er	
From:	RH- Rod A	1	Department/ Division:	G CSO-211101
	(Authorized Asset Custodian Signature)	(Print Name)		
RE:	Please amend the inventory to reflect the	e following cl	hange(s) due to TR/	ANSFER
Transfe	r 31601 Unit # C3211 Description	on 2012 F	ORD F150	SerialVIN 26936
From	211101, Sheriff Admin (Department/Division Name)	Location	GALV/GA34, 601 (Building, Floor,	
To 1	FLEET SERVICES/172111	Location	5115 HWY 3 D	ICKINSON TX 77539 Suite or Room No.
Reason	(Department/Division Name) for Transfer REPLACED DUE TO AC	SE AND M		State of vector stol
Transfér	Unit # Description (FAIDS, last 5 digits)	on		SerialVIN(last 5 digits)
From		Location		
	(Department/Division Name)		(Building, Floor,	Suite or Room No)
To	(Department/Division Name)	Location	(Building, Floor,	Suite or Room No)
Poscos (for Transfer		•	
Date	PLEASE RETAIN A COPY OF PURCHASING D 1/24/2000 Form Processed	THIS FORM F		7-4600
w:/fi	igg & Assets/f & Forms/f A-02, Transler ad 03/18/2019			



DA	_{TE:} 9/4/2025	
		ention: Fixed Asset Property Manager
Fro	m: 172111 / FLEET I	MGMT Celyand
	Department No. & Name, Depart	rtment Asset Custodian Authorized Signature
Re	Please amend the inventory to	o reflect the following change(s) due to DISPOSAL
MI	ETHOD OF DISPOSAL	
0	Auction Date	_
	TheftDate	(Attach the Law Enforcement Agency Theft Report)
	Destroyed by O Natural Disaster	
	☐ Traffic Accident	Date
		Date
	Trade-InDate	5 .
0	Donated Date	Agency receiving donation:
Dis	posar or.	FORD F150
	FAID No.	ASSET, ASSET HAS BEEN REPLACED
Seri	al No./VIN #: 1FTFW1C	F3CFB26936
Fro		Location.
Con	Department No. & Name CO211	Building, Floor, Suite, or Room No.
	PLEASE RETAIN A	COPY OF THIS FORM FOR YOUR RECORDS
	PUR	CHASING DEPARTMENT USE ONLY
9	4/2015	Emal J- 6 lkg
Date	Form Processed	Fixed Asset Property Manager



FLEET PRE-AUCTION DISCLOSURE FORM

DATE: 9/3/2025		
To: Purchasing Department, Attention: Fixed A	Asset Property Manage	r 172111/FLEET MGMT
From: ELIZABE	Print Name	Department/Division
Re: Pre-auction vehicle disclosure		Stanting Bide
31601	2012	FORD F150
Disposal of FAID No: 31601	Description: 2012	172385
Unit # C0211 Serial/VIN: 1FTFW10	JF3CFB20930	Mileage: 172000
Reason for Disposal: AGE / MILAGE		
Has this vehicle ever been in a wreck?	Yes X No	If Yes, what year.
What type of damaged resulted from wreck?		
List any engine issues:		
List any transmission issues:		
List any fluid leaks (oil, fuel, radiator, transmiss	sion, etc.)	
Are all tires road-worthy? X Yes	No If No, please e	xplain;
Is there a spare tire? Yes X No	Is the full jack p	oresent? Yes X No
Other:		
PLEASE RETAIN A COPY O	F THIS FORM F	OR YOUR RECORDS
PURCHASING I	DEPARTMENT USE	ONLY
9(4/7025	Edward	a-1 600
Date Form Processed	Fixed Asset Proper	y Manager

Vehicle Inspection Form

Inventory IDC0211	Asset Number: 31601	Fair Market Value:
Short Description: Year 2012 Make FORD	Model	-150
VIN: 1 F T F W 1 C Odometer: 1 7 2 4 3 7	F 5 C F B 2 6 Miles C Kilometers Ode	9 3 6 Title Restriction: Y N
Long Description: This Vehicle: Starts Starts with a Bo Engine-Type: 5.0 _{L, V} 8 Engine Condition: Runs Needs repa Repairs needed: LOW TIRE PRES	as Diesel Engine Propa ir Dis in unknown condition	ine Runs Does Not Run For Parts Only ne/Natural Gas Gas/Electric Hybrid
	Maintenance Records: ☐ Speed Condition: ☐ Operal	Available Not Available For Inspection ble Needs repair 1s Unknown Condition
Drivetrain: 2 Wheel Drive 4 Wheel		
Exterior: Color: WHITE Minor: Dents Scratches Dings Major Damage to: Additional Damage: TAILGATE BEN	Tire Condition: GOOD	d Glass Cracked CHIPPED WINDSHIELD Tread: #Flat Hubcaps #
		Impressions Remain No Impressions es in the exterior There are no holes
Interior: Color GRAY Damage to Seats: WORN, TORN & Damage to Dash/Floor: WORN & STA	4	
Radio: Stock or Brand & Model: AC (Condition: Cold Unknown) Cruise Control Tilt Steering Repower: Steering Windows	□ No AC A	AM/FM AM/FM Cassette AM/FM CD air Bags: Driver's Side Dual
Additional Equipment:		
Manufacturer Mode: ☐ Tool Box ☐ Light Bar ☐ Ladder Rack		
Location of Asset: DSY 8/14/2025 For more information contact: Reminder: Do not close items on or surround		



Date:	1/7/2025			
To:	Purchasing Department, Fixe	d Asset Property Manager		
Transferor:	(Authorized ASSA) Custodian Signature)	(Print Name)	Department / Division:	211/01 Sherift
Receiver:	FOF AULT	ELIZABETH BRYANT	Department / Division:	72111/FLEET MGMT
RE:	(Authorized Asset Custodian Signature) Please amend the inventory t	(Print Name) o reflect the following char	nge(s) due to T	RANSFER
Hansiel :	32016 Unit # C3605 D	escription 2016 FORD EX	KPLORER Se	erialVIN 62921 (tast 5 digits).
From 2	(Department/Division Name)	Location (60	(Building, Floor, Sui	St. G.LV 7755
10	2111/FLEET MGMT	Location	(Bullding, Floor, Sul	AVE, DKN 77539 te or Room No)
Reason for T	ransfer AGE OF ASSET /	ASSER HAS BEEN R	EPLACED	BY C3336
Transfer (F/	Unit # D	escription	S6	erialVIN(last 5 digits)
From	(Depaitment/Division Name)	Location	(Building, Floor, Sul	te or Room No)
То	(Department/Division Name)	Location	(Building, Floor, Sui	te or Room Ne)
Reason for T	ransfer			
	PLEASE RETAIN A CO	OPY OF THIS FORM FOR YO	UR RECORDS	
91	4 /2025	CHASING DEPARTMENT USE ONLY	11	De
Date For	T 10015	Tixed Ass	iét Property Manager	U - S

w:/Fixed Assets/FA Forms/FA-02,Transfer ravised 10/05/2020



9/4/2025
To: Purchasing Department, Attention: Fixed Asset Property Manager
From: 172111 / FLEET MGMT
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)
Destroyed by Natural Disaster
Date Traffic Accident
Date
□ Trade-In
Donated Agency receiving donation:
Disposal of: 32016 2016 FORD EXPLORER
Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED
Serial No./VIN #: 1FM5K8ARXGGA62921
From: 172111 FLEET MGMT Location: 2875 NICHOLAS AVE DICKINSON Department No. & Name Building, Floor, Suite, or Room No.
Comments: C3605
PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS
PURCHASING DEPARTMENT USE ONLY
914/2025 Show 4-16km
Date Form Processed Fixed Asset Property Manager



FLEET PRE-AUCTION DISCLOSURE FORM

DATE: 9/3/2025		
To: Purchasing Department, Attention: F		
From: ELIZ	ABETH BRYANT Print Name	172111/FLEET MGMT Department/Division
D De continue antique disclarate	Print Name	Department/Division
Re: Pre-auction vehicle disclosure		Starting Bid:
Disposal of FAID No: 32016	Description: 201	6 FORD EXPLORER
Unit# C3605 Serial/VIN: 1FM5	K8ARXGGA6292	11 Mileage: 118541
Reason for Disposal: AGE / MILA	GE / ASSET HAS	BEEN REPLACED
Has this vehicle ever been in a wreck?	Yes X No	If Yes, what year.
What type of damaged resulted from wrec	ek?	
List any engine issues:		
List any transmission issues:		
List any fluid leaks (oil, fuel, radiator, tran	nsmission, etc.)	
Are all tires road-worthy? X Yes	No If No, please	explain:
Is there a spare tire? Yes X	No Is the full jack	present? Yes X No
Other:		
PLEASE RETAIN A COP	Y OF THIS FORM I	FOR YOUR RECORDS
PURCHASI	NG DEPARTMENT USI	E ONLY
414/2025	Edward	64-0 Har
Date Form Processed	Fixed Asset Proper	rt Manager

Vehicle Inspection Form

Inventory ID:C360)5	Asset Number: 32016	Fair Market Value:
Short Description. Year 2016	Make FORD	Model	EXPLORER
	5 K 8 A 9 0 3 6	R X G G A 6 2 Miles Kilometers Od	The restriction 151 EDIV
Engine-Type: 3.7 L, Engine Condition: R Repairs needed: This vehicle was mainta Date Removed From Se	v6 © G	as ☐ Diesel Engine ☐ Propa air ☐ is in unknown condition ☐ Days ☐ Hours ☐ Mi Maintenance Records: ☐	gine Runs Does Not Run For Parts Only me/Natural Gas Gas/Electric Hybrid siles Available Not Available For Inspection ble Needs repair Is Unknown Condition
Minor: Dents Ser Major Damage to: Additional Damage:	Drive 4 Whe	Windows: ☐ No Cracke Tire Condition: FAIR	ed Glass Cracked BULLSEYE IN WINDSHIELD Tread: #Flat 1 Hubcaps #
Interior: Color E	AL WEAR & TEAR; PASSENGER DOO rand & Model: old Unknown	© Cloth ☐ Vinyl ☐ Leather CENTER CONSOLE DOOR STAY R PANEL DAMAGED; CARPET PU ☐AM ☐	S OPEN; TAPE & HOLES IN DASH LLED OUT FROM UNDER FLOOR PANEL AM/FM AM/FM Cassette AM/FM CD Air Bags: Driver's Side Dual
Additional Equipment: Manufacturer Tool Box Light Ba	Mode ar □ Ladder Rack	el Serial # Serial #	☐ Hitch: Type_
For more information Reminder: Do not close		ding a Holiday, on Friday nights, or	Weekends. Stagger closing times by 10 minutes.



Date:	1-12-2021								
To:	Purchasing Depart	ment, Fix	ed Asset Pr	operty Ma	nager				
Transferor:	Mart Ka	7		HEL RO	ΟΥ	Department / Division:	211101	, SO Admi	n
Receiver:	(Authorized Asset Custodi	me	٧	VALTER CHA	RGOIS	Department / Division:	FLEET	172111	
RE:	Please amend the	inventory	to reflect t	he followin	g chang	ge(s) due to	TRANSFE	R	
Helpici	2130 Unit #	C3642	Description	2016 CI	HEVY	TAHOE	SeriatVIN	28525	s)
	1101, SO AD			Location		V/GA34 (Building, Floor,	Sulte or Room I		_
10	ET/172111	Name)		Location		HWY 3 DI			39
Reason for T	ransfer REPLAC	ED DUE	TO AGE	& MILE	AGE	црога	R Ur	IIT (lotal
(FA	iO#, fast 5 digits)		Description			PEDITION_		08808 (last 5 digit	s)
From Z1	(Department/Division	Name)		Location		(Building, Floor,	Suite or Room		
10	ET/172111 (Department/Division	Namel		Location		(Building, Floor,			39
Reason for T	ransfer REPLAC	ED DUE	TO AGE	& MILE	AGE				
	PLEASE		COPY OF TH			JR RECORD	5		
	2. /2	P	URCHASING DEPA	ARTMENT USE O	NLY	1.11	7	110	7
_	21 /2071				Fixed Asse	a Property Mana	er	10-4	

w/fixed AssettlfA forms/FA-03, Transfer revised 10/05/2020



DATE: 9/4/2025 To: Purchasing Department, Attention: Fixed Asset Property Manager From: 172111 / FLEET MGMT

Department No. & Name, Department Asset Custodian Authorized Synature Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL METHOD OF DISPOSAL Auction (Attach the Law Enforcement Agency Theft Report) Theft Date Destroyed by □ Natural Disaster ☐ Traffic Accident Trade-In Agency receiving donation: Donated Disposal of: 32130 2016 CHEVROLET TAHOE Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED Serial No./VIN #: 1GNLCDEC3GR328525 From: 172111 FLEET MGMT

Department No. & Name 2875 NICHOLAS AVE DICKINSON Building, Floor, Suite, or Room No. Comments: C0642 PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS PURCHASING DEPARTMENT USE ONLY

Fixed Asset Property Manager



FLEET PRE-AUCTION DISCLOSURE FORM

DATE: 9/3/2025			
To: Purchasing Department, At	tention: Fixed Asset Proper	ty Manager	11/ELEET MGMT
From: Signature	ELIZABETH BRY		Department/Division
Re: Pre-auction vehicle disclose	ure _.		Starting Bld:
Disposal of FAID No: 3213	30 Passerintio	" 2016 CHE	VROLET TAHOE
Unit # C0642 Serial/VIN:	1GNLCDEC3GR	328525	Mileage: 134518
Reason for Disposal: AGE /	MILAGE / ASSET	T HAS BEEN	REPLACED
Has this vehicle ever been in a v	vreck? Yes X	No If Yes,	what year.
What type of damaged resulted			
List any engine issues:			
List any transmission issues:			
List any fluid leaks (oil, fuel, ra-	diator, transmission, etc.)		
Are all tires road-worthy? X Is there a spare tire? Ye	Yes No If No	lo, please explain:	Yes X No
Other:			
PLEASE RETAIN	A COPY OF THIS	FORM FOR YO	OUR RECORDS
9/4/2025	URCHASING DEPARTY	ASSet Property Manage	-g Cho

Vehicle Inspection Form

Short Description: Year 2016 Make CHEVROLET Model TAHOE MPV VIN; 1 G N L C D E C 3 G R 3 2 8 5 2 5 Title Restriction: Y N Odometer: 1 3 4 5 1 8 Miles Kilometers Odometer Accurate Y N LAST READING Long Description: This Vehicle: Starts Starts with a Boost & Runs/Driveable Engine Runs Does Not Run For Parts Only Engine-Type: 5.3 L, V8 E Gas Diesel Engine Propane/Natural Gas Gas/Electric Hybrid Engine Condition: Runs Needs repair E is in unknown condition Repairs needed: DID NOT START WITH BOOST; LIGHTS DID NOT COME ON WITH BOOST This vehicle was maintained every Days Hours Miles Date Removed From Service: 3/12/2025 Maintenance Records: Available Not Available For Inspection Transmission: Automatic Manual Speed Condition: Operable Needs repair Is Unknown Condition Repairs Needed: Drivetrain: E 2 Wheel Drive 4 Wheel Drive Condition: Poor Tread: #Flat Hubcaps # Major Damage to: Additional Damage: RIGHT REAR BUMPER DAMAGED Decals: None Have Been Sprayed of Mave Been Removed & There are no holes Emergency equip: None Mas been removed & There are holes in the exterior There are no holes Interior: Color BLACK E Color Color BLACK Color BLACK
Odometer: 1 3 4 5 1 8
Long Description: This Vehicle: Starts Starts with a Boost & Runs/Driveable Engine Runs Does Not Run For Parts Only Engine- Type: 5.3 L, V8
This Vehicle: Starts Starts with a Boost & Runs/Driveable Engine Runs Does Not Run For Parts Only Engine-Type: 5.3 L, v8
Engine-Type: 5.3 L, V8
Engine Condition:
Repairs needed: DID NOT START WITH BOOST; LIGHTS DID NOT COME ON WITH BOOST This vehicle was maintained every
This vehicle was maintained every Days
Date Removed From Service: 3/12/2025 Maintenance Records: Available Not Available For Inspection Transmission: Automatic Manual Speed Condition: Operable Needs repair Is Unknown Condition Repairs Needed: Drivetrain: 2 Wheel Drive 4 Wheel Drive Condition: Exterior: Color: WHITE Windows: No Cracked Glass Cracked Minton Dents Scratches Dings Tire Condition: POOR Tread: #Flat Hubcaps # Major Damage to: Additional Damage: RIGHT REAR BUMPER DAMAGED Decals: None Have Been Sprayed of Have been Removed & Impressions Remain No Impressions Emergency equip: None Has been removed & There are holes in the exterior There are no holes Interior: Color BLACK Cloth Vinyl Leather Damage to Seats: WORN, TORN & STAINED; DRIVER DOOR ARM REST BROKEN Damage to Dash/Floor: SPOTLIGHT REMOVED; EXPOSED WIRES; SCRATCHED DASH; STAINED HEADLINER Radio: Stock of Brand & Model: AM AM/FM AM/FM Cassette AM FM CD MAC (Condition: Cold Dunknown) No AC Air Bags: Driver's Side Dual Crimse t ontrol Till Steering Remote Mintors Climate Control
Transmission: Automatic Manual Speed Condition: Operable Needs repair Is Unknown Condition Repairs Needed: Drivetrain: 2 Wheel Drive 4 Wheel Drive Condition: Exterior: Color: WHITE Windows: No Cracked Glass Cracked Minor Dents Scratches Dings Tire Condition: POOR Tread: #Flat Hubcaps # Major Damage to: Additional Damage: RIGHT REAR BUMPER DAMAGED Decals: None Have Been Sprayed or Have been Removed & Impressions Remain No Impressions Emergency equip: None Has been removed & There are holes in the exterior There are no holes Interior: Color BLACK Cloth Vinyl Leather Damage to Seats: WORN, TORN & STAINED; DRIVER DOOR ARM REST BROKEN Damage to Dash/Floor: SPOTLIGHT REMOVED; EXPOSED WIRES; SCRATCHED DASH; STAINED HEADLINER Radio: Stock Dash & Model: DAM AM/FM DAM/FM Cassette AM M CD MAC (Condition: Cold Unknown) No AC Air Bags: Driver's Side Dual Climise t ontrol Tilt Steering Remote Minors Climate Control
Repairs Needed: Drivetrain: 2 Wheel Drive 4 Wheel Drive Condition: Exterior: Color: WHITE
Drivetrain: ■ 2 Wheel Drive
Exterior: Color: WHITE Windows: No Cracked Glass
Major Dents Scratches Dings Tire Condition: POOR Tread: #Flat Hubcaps #
Major Dents Scratches Dings Tire Condition: POOR Tread: #Flat Hubcaps #
Major Damage to: Additional Damage: RIGHT REAR BUMPER DAMAGED Decals: None Have Been Sprayed or Have been Removed & Impressions Remain No Impressions Emergency equip: None Has been removed & There are holes in the exterior There are no holes Interior: Color BLACK Cloth Vinyl Leather Damage to Seats: WORN, TORN & STAINED; DRIVER DOOR ARM REST BROKEN Damage to Dash/Floor: SPOTLIGHT REMOVED; EXPOSED WIRES; SCRATCHED DASH; STAINED HEADLINER Radio: Stock or Brand & Model: AM AM/FM AM/FM Cassette AM AM CD AC (Condition: Cold Unknown) No AC Air Bags: Driver's Side Dual Comise Control Till Steering Remote Mintors Climate Control
Additional Damage: RIGHT REAR BUMPER DAMAGED Decals: None Have Been Sprayed or Have been Removed & Impressions Remain No Impressions Emergency equip: None Has been removed & There are holes in the exterior There are no holes Interior: Color BLACK Cloth Vinyl Leather Damage to Seats: WORN, TORN & STAINED; DRIVER DOOR ARM REST BROKEN Damage to Dash/Floor: SPOTLIGHT REMOVED; EXPOSED WIRES; SCRATCHED DASH; STAINED HEADLINER Radio: Stock or Brand & Model: AM AM/FM AM/FM Cassette AM AM CD AC (Condition: Cold Bunknown) No AC Air Bags: Driver's Side Dual Connect outrol Tilt Steering Remote Millions Climate Control
Decals: None Have Been Sprayed or Have been Removed & Impressions Remain No Impressions Emergency equip: None Has been removed & There are holes in the exterior There are no holes Interior: Color BLACK Cloth Vinyl Leather Damage to Seats: WORN, TORN & STAINED; DRIVER DOOR ARM REST BROKEN Damage to Dash/Floor: SPOTLIGHT REMOVED; EXPOSED WIRES; SCRATCHED DASH; STAINED HEADLINER Radio: Stock or Brand & Model: AM AM/FM AM/FM Cassette AM AM CD AC (Condition: Cold Bunknown) No AC Air Bags: Driver's Side Dual Control Tilt Steering Remote Matters Climate Control
Emergency equip: None Has been removed & There are holes in the exterior There are no holes Interior: Color BLACK Cloth Vinyl Leather Damage to Seats: WORN, TORN & STAINED; DRIVER DOOR ARM REST BROKEN Damage to Dash/Floor: SPOTLIGHT REMOVED; EXPOSED WIRES; SCRATCHED DASH; STAINED HEADLINER Radio: Stock or Brand & Model: AM AM/FM AM/FM Cassette AM AM CD AC (Condition: Cold Unknown) No AC Air Bags: Driver's Side Dual Commet control Tilt Steering Remote Millions Climate Control
Damage to Seats: WORN, TORN & STAINED; DRIVER DOOR ARM REST BROKEN Damage to Dash/Floor: SPOTLIGHT REMOVED; EXPOSED WIRES; SCRATCHED DASH; STAINED HEADLINER Radio: Stock or Brand & Model: DAM AM/FM AM/FM Cassette AM FM CD AC (Condition: Cold Unknown) No AC Air Bags: Driver's Side Dual Crouse t ontrol Tilt Steering Remote Mariors Climate Control
Damage to Seats: WORN, TORN & STAINED; DRIVER DOOR ARM REST BROKEN Damage to Dash/Floor: SPOTLIGHT REMOVED; EXPOSED WIRES; SCRATCHED DASH; STAINED HEADLINER Radio: Stock or Brand & Model: DAM AM/FM AM/FM Cassette AM FM CD AC (Condition: Cold Unknown) No AC Air Bags: Driver's Side Dual Crouse t ontrol Tilt Steering Remote Mariors Climate Control
Damage to Dash/Floor: SPOTLIGHT REMOVED; EXPOSED WIRES; SCRATCHED DASH; STAINED HEADLINER Radio: Stock or Brand & Model: BAM FM CD AC (Condition: Cold Unknown) No AC Air Bags: Driver's Side Dual Crimise t ontrol Tilt Steering Remote Militors Climate Control
Radio: Stock or Brand & Model: AM AM/FM AM/FM Cassette AM AM CD AC (Condition: Cold Unknown) No AC Air Bags: Driver's Side Dual Cruise Control Tilt Steering Remote Mittors Climate Control
■ AC (Condition: ☐ Cold ■ Unknown) ☐ No AC Air Bags: ■ Driver's Side ■ Dual □ Cruise Control ■ Tilt Steering ■ Remote Mirrors ■ Climate Control
Crosse Control Tilt Steering Remote Mirrors Climate Control
Name
A distance of Presidence 4.
Additional Equipment:
Manufacturer Model Serial # ☐ Tool Box ☐ Light Bar ☐ Ladder Rack ☐ Utility Body: Brand ☐ Hitch: Type ☐
TANA AND AND AND AND AND AND AND AND AND
Location of Asset: DSY 6/18/2025 For more information contact:
Reminder: Do not close items on or surrounding a Holiday, on Friday nights, or Weekends. Stagger closing times by 10 minutes.



To: Purchasing Department, Fixed Asset Pro	operty Manager		
Transferor: (Authorized Asset Custodian Signature) (Pr	sytan Pape	Department / Division:	SHERIFF
Receiver:	LIZABETH BRYANT	Department / Division:	172111/FLEET MGMT
(Authorized Asset Custodian Signature) (Pr RE: Please amend the inventory to reflect th	int Name) ne following chan	ge(s) due to	TRANSFER
Transfer 32646 Unit # C3909 Description	2019 CHEVY	TAHOE	
From SHERIFF	Location		(last 5 digits)
(Department/Division Name) 172111/FLEET MGMT (Department/Division Name)	tocanon	NICHOLAS	ulte or Room No) AVE, DKN 77539 Ulte or Room No)
Reason for Transfer AGE / MILAGE OF ASSET			
Transfer Unit # Description			SerialVIN(last 5 digits)
(FAID#, last 5 digits) From	Location	(Building, Floor, S	iuite or Room No)
(Department of vision frome)			
, ,,	Location	(Building, Floor, 5	uite or Room No)
To [Department/Division Name] Reason for Transfer			
TO [Department/Division Name)	S FORM FOR YOU		

w:/Flued Assets/FA Forms/FA-02,Transfer revised 10/05/2020



DATE: 9/4/2025 To: Purchasing Department, Attention: Fixed Asset Property Manager From: 172111 / FLEET MGMT

Department No. & Name, Department Asset Custodian Authorical Signature Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL METHOD OF DISPOSAL Auction (Attach the Law Enforcement Agency Theft Report) Theft Date Destroyed by □ Natural Disaster □ Traffic Accident Trade-In Donated Agency receiving donation: Disposal of: 32646 2019 CHEVROLET TAHOE Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED Serial No./VIN #: 1GNLCDKC0KR322954 Location: 2875 NICHOLAS AVE DICKINSON From: 172111 FLEET MGMT
Department No. & Name Building, Floor, Suite, or Room No. Comments: C3909 PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS PURCHASING DEPARTMENT USE ONLY



FLEET PRE-AUCTION DISCLOSURE FORM

DATE: 9/3/2025		
To: Purchasing Department, Attention: Fixe	ed Asset Property Manag	er
From: ELHZA	BETH BRYANT	172111/FLEET MGMT
Signature	Print Name	Department/Division
Re: Pre-auction vehicle disclosure		Starting Bid;
Disposal of FAID No: 32646	Description: 201	
Unit # C3909 Serial/VIN: 1GNLC		
Reason for Disposal: AGE / MILAGI	E / ASSET HAS	BEEN REPLACED
Has this vehicle ever been in a wreck?	Yes No	If Yes, what year.
What type of damaged resulted from wreck?		
List any engine issues:		
List any transmission issues:		
List any fluid leaks (oil, fuel, radiator, transn	nission, etc.)	
Are all tires road-worthy? X Yes	No If No, please	explain:
Is there a spare tire? Yes X N	o Is the full jack	present? Yes X No
Other:		
PLEASE RETAIN A COPY	OF THIS FORM F	OR YOUR RECORDS
PURCHASIN	G DEPARTMENT USI	EONLY 12
914/2025	Edward	f- 8 flix
Date Form Processed	Fixed Asset Proper	iy Manager

Vehicle Inspection Form

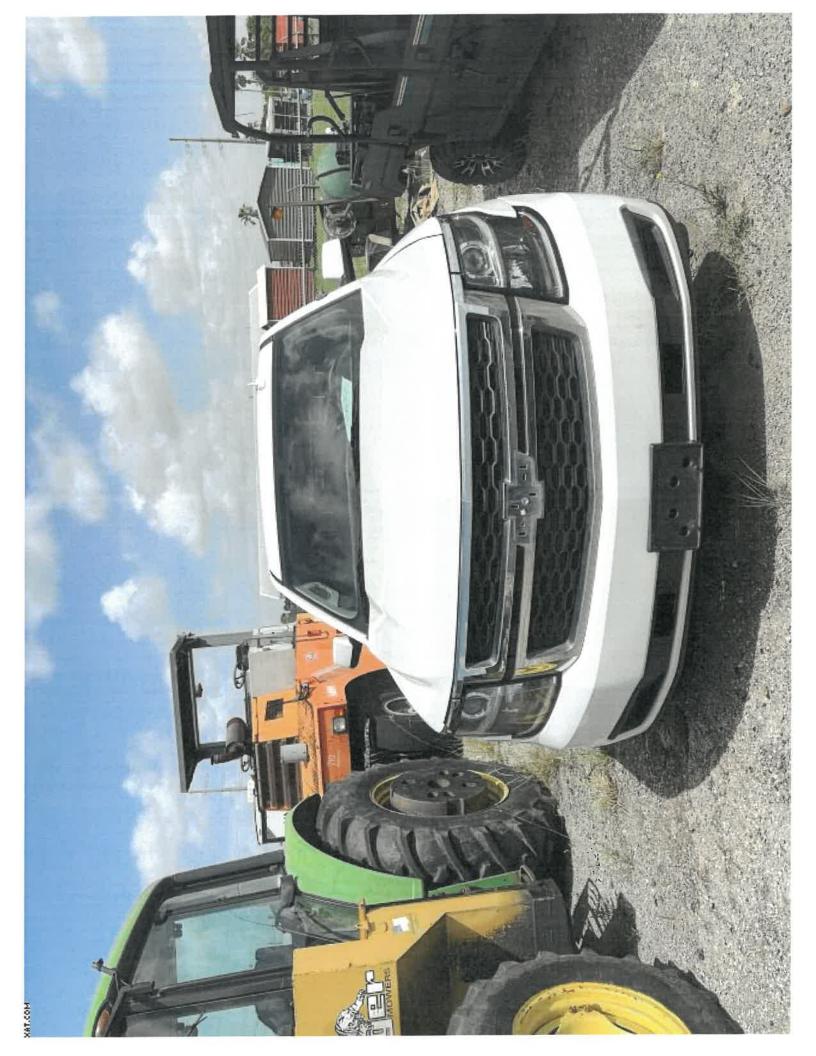
Inventory IDC3909	Asset Number: 32646	Fair Market Value:		
Short Description: Year 2019 Make CHEVR	OLET Model	TAHOE MPV		
VIN: 1 G N L C D K	C 0 K R 3 2 2	9 5 4 Title Restriction: Y N		
Odometer: 1 3 5 9 7 2	Miles Kilometers Ode	ometer Accurate Y N;		
Long Description:		_		
		ine Runs Does Not Run For Parts Only		
Engine- Type: 5.3 _L , v8		ne/Natural Gas		
Engine Condition: Runs Needs repa	ir is in unknown condition	TTTDDENT LIGHT ON		
Repairs needed: LOW TIRE PRESSURE I	LIGHT ON; SERVICE THEFT DI	ETERRENT LIGHT ON		
This vehicle was maintained every	Days Hours Mi	les		
		Available Not Available For Inspection		
Transmission: Automatic Manual	Speed Condition: L Opera	ble 🗌 Needs repair 🔲 Is Unknown Condition		
Repairs Needed:				
Drivetrain: 2 Wheel Drive 4 Wheel Drive Condition:				
Exterior: Color: GRAY	Windows: No Cracke	ed Glass Cracked SCRATCHED THAT PRONT PASSENGEN WHOOL		
Minor: Dents Scratches Dings Tire Condition: POOR Tread: #Flat Hubcaps #_				
Major Damage to:				
Additional Damage: RUBBED PAINT RIGHT REAR BUMPER				
Decals: None Have Been Sprayed or Have been Removed & Impressions Remain No Impressions				
Emergency equip: None Has been removed & There are holes in the exterior There are no holes				
Interior: Color BLACK Cloth Vinyl Leather				
Demage to Seats: WORN & STAINED				
Damage to Dash/Floor: WORN & STAINED; STAINED HEADLINER				
Radio: Stock or Brand & Model:		AM/FM AM/FM Cassette AM/FM CD		
■ AC (Condition: ■ Cold □ Unknown) □ No AC Air Bags: ■ Driver's Side ■ Dual				
Cruise Control Tilt Steering Remote Mirrors Climate Control				
Power: Steering Windows D	oor Locks Seats			
Additional Equipment:				
Manufacturer Mode	el Serial #			
☐ Tool Box ☐ Light Bar ☐ Ladder Rack	Utility Body: Brand	Hitch: Type		
Location of Asset:	SY 9/4/2025			
For more information contact: Reminder: Do not close items on or surrounding a Holiday, on Friday nights, or Weekends. Stagger closing times by 10 minutes.				
Reminder: Do not close items on or surroun	ding a Holiday, on Friday nights, o	r Weekends. Stagger closing times by 10 minutes.		

#	FAID	Unit	VIN	Desc	Notes
1	29251	C6602	1FTRF12276NB40780	2006 Ford F150	chemical smell/ age of asset
2	30128	C5811	LV5525R453700	2008 JOHN DEERE 5525	bad battery /bad hydr pump
3	30459	C5914	1FDWX3GR2AEA49843	2010 Ford F350	engine light / blue wrench light
4	31601	C0211	1FTFW1CF5CFB26936	2012 Ford F150	Low pressure light / bent tail
5	32016	C3605	1FM5K8ARXGGA62921	2016 Ford EXPLORER	age / mileage
6	32130	C0642	1GNLCDEC3GR328525	2016 CHEVROLET Tahoe	no start w/boost, no lights
7	32646	C3909	1GNLCDKC0KR322954	2019 CHEVROLET Tahoe	low press & theft deter lights on

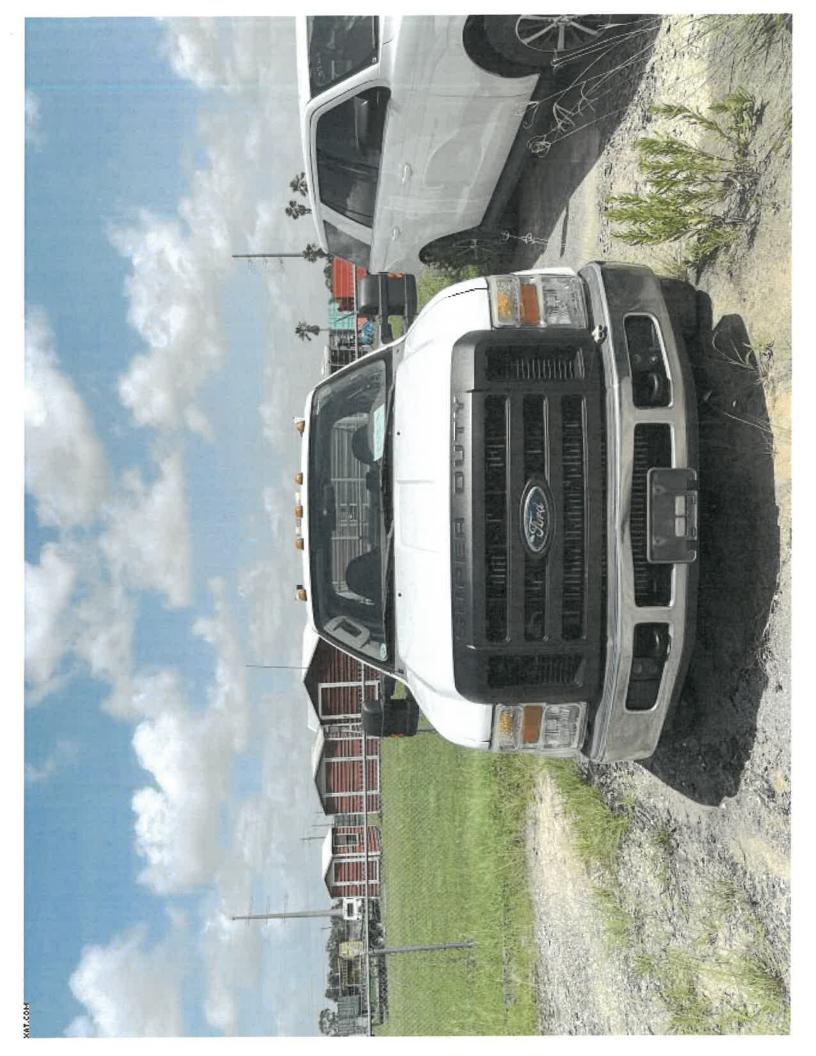


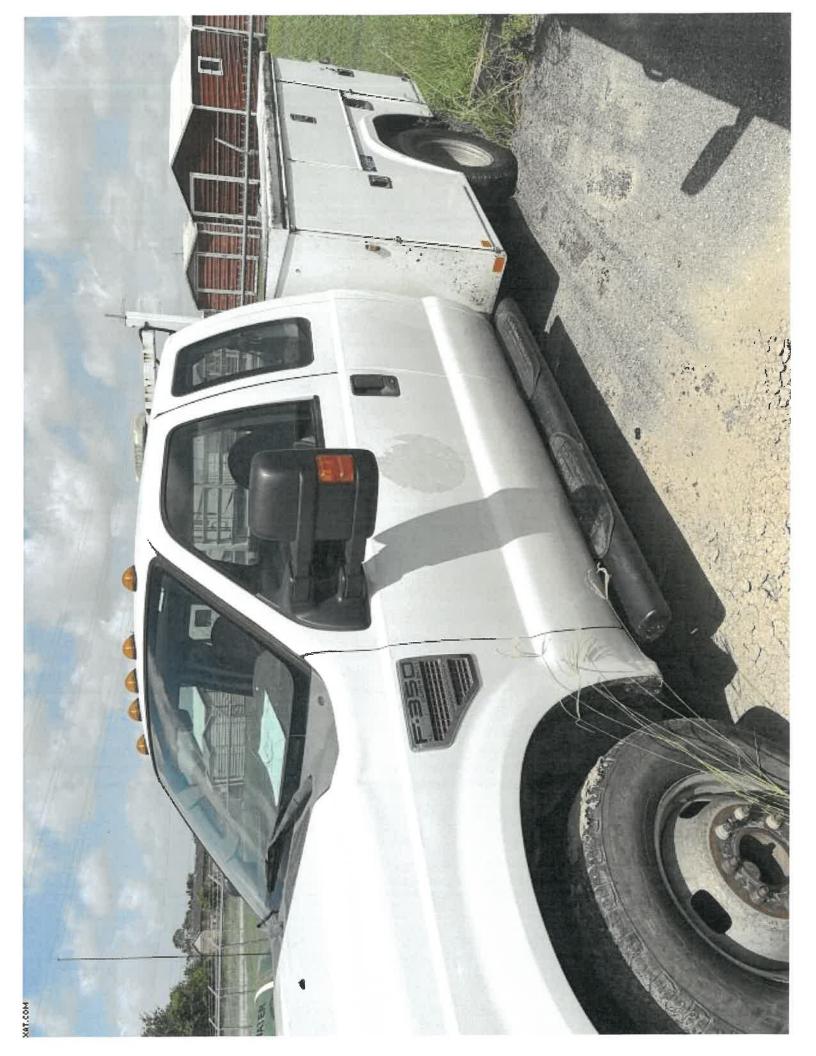










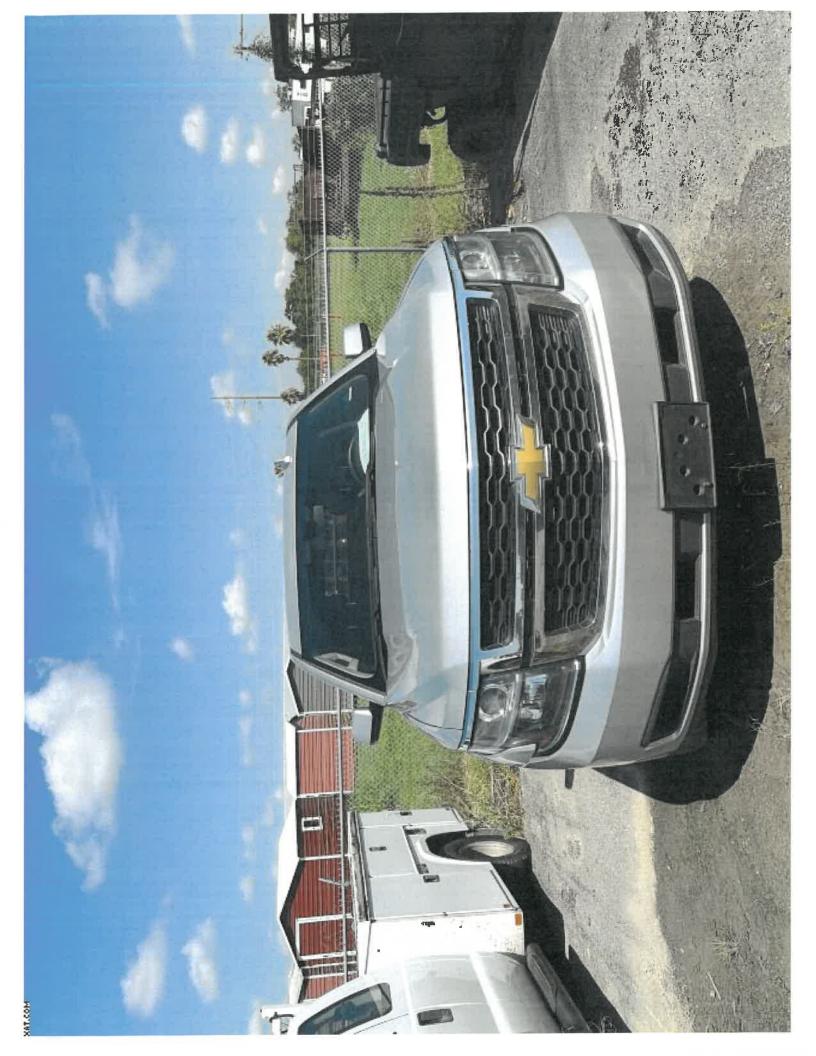


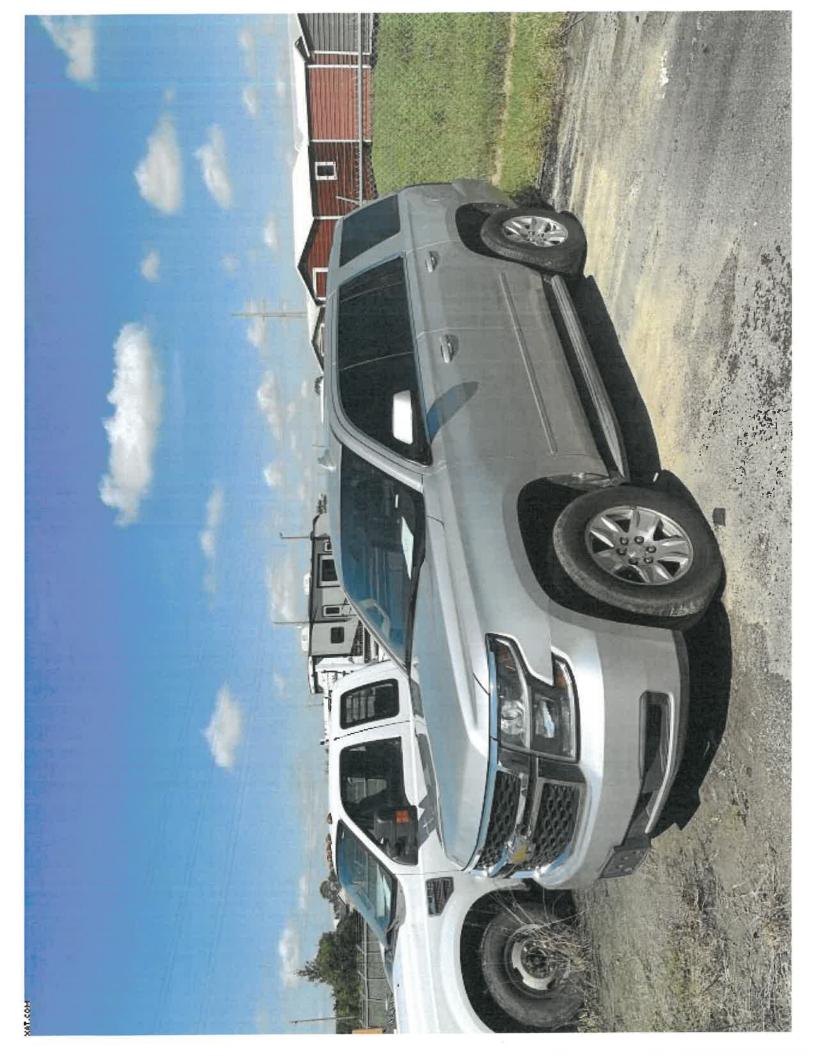












Nolan, Edward

From: Nolan, Edward

Sent: Thursday, September 4, 2025 4:27 PM

To: Dickey, Tammy

Subject: Agenda request for commissioners court 09/15/2025: 255101, Adult Probation

20250915

Attachments: 255101, Adult Probation 20250915.pdf

Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: (255101, Adult Probation 20250915.pdf):

3 desks

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: 08/28/2025								
To: Purchasing Department 255101, Adult Pro	t, Attention: Fixed Asset Property Manager Obation Monica Morgan MM Canal Color e, Department Asset Custodian Authorized Signature							
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	L							
Auction								
☐ TheftDate	(Attach the Law Enforcement Agency Theft Report)							
□ Destroyed by □ Natural Disaster □ Traffic Acciden	Date							
□ Trade-In								
Donated Date	Agency receiving donation: Tice furniture - see attached sheet 3 desks							
FAID No.	& Description							
	aced / No longer needed							
Serial No./VIN #:								
From: 255101, Adul Department No. & Nam	Probation Location: Galveston Building, Floor, Suite, or Room No.							
Comments:	. a.e.							
PLEASE RET	AIN A COPY OF THIS FORM FOR YOUR RECORDS							
9/4/2025 Date Form Processed	PURCHASING DEPARTMENT USE ONLY Fixed Asset Property Manager							



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

To: Purchasing Department, Attention: Fixed Asset Property Manager From: Monica Morgan 255101, Adult Probable 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 she Make: Model: Serial/VIN: Year: Color: Color: Printiture / chairs / office items - see attached sheet Reason for Disposal: Replaced / broken / No longer needed Is this item currently in sound working condition? X Yes No If no, please describe and list all defects.	Date: 08/28/2025									
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 sheet Make: Model: Color: Description of Use: Furniture / chairs / office items - see attached sheet Reason for Disposal: Replaced / broken / No longer needed Is this item currently in sound working condition? X Yes No	To: Purchasing Department, Attention: Fixed Asset Property Manager									
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. 3 desks Disposal of FAID No: N/A Description: Office furniture see attached sheet Make: Model: Serial/VIN: Year: Color: Description of Use: Furniture / chairs / office items see attached sheet Reason for Disposal: Replaced / broken / No longer needed Is this item currently in sound working condition? X Yes No	rom: MaxLicanio a	W I								
Method of Disposal: Scrap Salvage Starting Bid \$ Please describe the item to the best of your knowledge. Please list any and all defects. 3 desks Disposal of FAID No: N/A Description: Office furniture see attached she Make: Model: Serial/VIN: Year: Color: Description of Use: Furniture / chairs / office items - see attached sheet Reason for Disposal: Replaced / broken / No longer needed Is this item currently in sound working condition? X Yes No	Authorized Signature	Print Name	Department/Division							
Please describe the item to the best of your knowledge. Please list any and all defects. 3 desks	Re: Pre-disposal disclosure									
Disposal of FAID No: N/A Description: Office furniture - see attached sheet Make: Model: Serial/VIN: Year: Color: Description of Use: Furniture / chairs / office items - see attached sheet Reason for Disposal: Replaced / broken / No longer needed Is this item currently in sound working condition? X Yes No	lethod of Disposal: Destroy	Scrap Salvage	Starting Bid \$							
Make: Model: Serial/VIN: Year: Color: Description of Use: Furniture / chairs / office items - see attached sheet Reason for Disposal: Replaced / broken / No longer needed Is this item currently in sound working condition? X Yes No	Please describe the item to the best of your knowledge. Please list any and all defects.									
Serial/VIN: Year: Color: Description of Use: Furniture / chairs / office items - see attached sheet Reason for Disposal: Replaced / broken / No longer needed Is this item currently in sound working condition? X Yes No	isposal of FAID No: N/A	Description: Office furni	ture -see attached sheet							
Description of Use: Furniture / chairs / office items - see attached sheet Reason for Disposal: Replaced / broken / No longer needed Is this item currently in sound working condition? X Yes No	lake:	Model:	appendix.							
Reason for Disposal: Replaced / broken / No longer needed Is this item currently in sound working condition? X Yes No										
Reason for Disposal: Replaced / broken / No longer needed Is this item currently in sound working condition? X Yes No	Description of Use: Furniture / chairs / office items - see attached sheet									
Is this item currently in sound working condition? X Yes No										
If no, please describe and list all defects.										
Annual Apparature Annual A										
1200		March Market annihilation	Lawrence							
Other:	ther:		4. 400							
PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS PURCHASING DEPARTMENT USE ONLY 9141225 Date Form Processed Fixed Asset Property Manager										