



THE COUNTY OF GALVESTON

FRANK RODRIGUEZ
PURCHASING AGENT

ASHLEY CLARK
ASST. PURCHASING AGENT

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

August 3, 2026

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

Re: Disposal of Salvage or Surplus Property

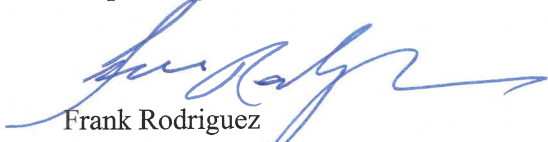
Gentlemen,

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: Monday, July 20, 2026 11:45 AM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 8/03/2026: 123401, Justice Pct 4 - office misc 20260803
Attachments: 123401, Justice Pct 4 - office misc 20260803.pdf

Good morning,

Could we please place the following property items on the next available commissioners court for salvage: **(123401, Justice Pct 4 - office misc 20260803.pdf)**:

- (3) desks

Thanks!

**PURCHASING
DEPARTMENT**



Edward Nolan
Sourcing Manager - Assets

📍 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: 07/15/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 123401, Justice Pct 4 Rosie Sifuentes

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 - 3 desks
FAID No. & Description

Reason for disposal: No longer needed

Serial No./VIN #: _____

From: 123401, Justice Pct 4 Location: 203 Vauthier, La Marque
Department No. & Name Building, Floor, Suite, or Room No.

Comments: _____

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

7/16/2026
Date Form Processed

[Signature]
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 07/15/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Rosie Sifuentes Rosie Sifuentes 123401, Justice Pct 4
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: 3 desks

Make: Model:

Serial/VIN: Year: Color:

Description of Use: Office furniture

Reason for Disposal: No longer needed

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

If no, please describe and list all defects.

Used condition / no longer needed

Other:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

7/16/2026
Date Form Processed

[Signature]
Fixed Asset Property Manager

Dickey, Tammy

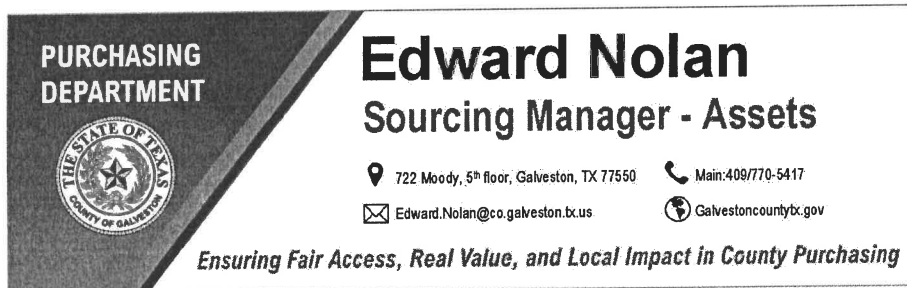
From: Nolan, Edward
Sent: Monday, July 20, 2026 11:43 AM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 8/03/2026: 123401, Justice Pct 4 - office misc2 20260803
Attachments: 123401, Justice Pct 4 - office misc2 20260803.pdf

Good morning,

Could we please place the following property items on the next available commissioners court for salvage: **(123401, Justice Pct 4 - office misc2 20260803.pdf)**:

- 1 Desk
- 1 credenza
- 1 small bookshelf

Thanks!





PROPERTY DISPOSAL REPORT

DATE: 07/20/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 123401, Justice Pct 4 Rosie Sifuentes

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: 1 desks , 1 credenza & 1 small book shelf
FAID No. & Description

Reason for disposal: No longer needed

Serial No./VIN #: _____

From: 123401, Justice Pct 4 Location: 203 Vauthier, La Marque
Department No. & Name Building, Floor, Suite, or Room No.

Comments: _____

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

7/20/2026
Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 07/20/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Rosie Sifuentes Rosie Sifuentes 123401, Justice Pct 4
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: 1 desk, 1 credenza, 1 booksh

Make: Model:

Serial/VIN: Year: Color:

Description of Use: Office furniture

Reason for Disposal: No longer needed / broken

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

If no, please describe and list all defects.

Used condition / no longer needed

Other:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

7/20/2026
Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager