



## THE COUNTY OF GALVESTON

**VERONICA VAN HORN**  
INTERIM PURCHASING AGENT

**COUNTY COURTHOUSE**  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor, Purchasing  
GALVESTON, TEXAS 77550  
(409) 770-5371

**ERIN S. QUIROGA, MBA, CPPB**  
ASST. PURCHASING AGENT

July 1, 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 or entities is exhausted.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in blue ink that reads "Veronica Van Horn". The signature is fluid and cursive, with the first name "Veronica" being more prominent than the last name "Van Horn".

Veronica Van Horn  
Interim Purchasing Agent  
County of Galveston



## PROPERTY DISPOSAL REPORT

DATE: 07/01/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 159100, Information Technology Margo Ihde

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

Date

(Attach the Law Enforcement Agency Theft Report)

☐ Destroyed by

☐ Natural Disaster

Date

☐ Traffic Accident

Date

☐ Trade-In

Date

☐ Donated

Date

Agency receiving donation:

Disposal of: N/A - 12 desks / 15 rolling chairs

FAID No. & Description

Reason for disposal: Replaced furniture

Serial No./VIN #: \_\_\_\_\_

From: 159100, Information Technology Location: 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**

7/1/2025  
Date For: Processed

[Signature]  
Fixed Asset Property Manager



## GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 07/01/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Margo Ihde Margo Ihde 159100, Information Technology  
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: 12 desks / 15 rolling chairs

Make:  Model:

Serial/VIN:  Year:  Color:

Description of Use: Furniture

Reason for Disposal: Replaced furniture

Is this item currently in sound working condition? ☒ 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

7/1/2025  
Date Form Processed

[Signature]  
Fixed Asset Property Manager

