



Mario A. Rascon, M.D.
Chief Medical Examiner

Juan U. Contin, M.D.
Deputy Medical Examiner

Janice Diaz-Cavallieri, M.D.
Deputy Medical Examiner

**COUNTY OF EL PASO
OFFICE OF THE MEDICAL EXAMINER
AND FORENSIC LABORATORY
4505 ALBERTA AVE
EL PASO, TX 79905
TEL. (915) 532-1447 FAX: (915) 532-6630**

Memorandum

TO: Robert Pedregon, Inventory Clerk
FROM: Irene Santiago
DATE: June 17, 2020
RE: Inventory to Surplus

The item listed below is no longer serviceable. Please arrange for commissioner's court approval and removal of this item.

County Tag #	Description
156776	HP laserjet 600 M601 printer
170287	HP laserjet Pro MFP M521dn
135022	Epson stylus photo 1400 printer
0032714	Desk executive wood walnut 6 drawer
73585	Marble/metal table
141372	Ford Fusion 2009, black
141372A01	GPS tracker
0073605	Wall cabinet



To: Robert Pedregon, Inventory Liaison

From: Adrian Serna

Date: 6/23/20

Re: Items for surplus or transfer from Purchasing Dept to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for reallocation in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

If reallocated, list the receiving department Ascarate Park

	Description	Barcode	Serial number	Condition	Original Cost	
					Asset > \$5,000	Grants
1.	file cabinet	0059079		Good/ Fair	No	No
2.	table 4'x8'	0088599		Good/ Fair	No	No
3.	long file cabinet	100583		Good/ Fair	No	No
4.	rolling table	0076790		Good/ Fair	No	No
5.	sofa	0073581		Good/ Fair	No	No
6.	sofa	0073584		Good/ Fair	No	No
7.	sofa	0073582		Good/ Fair	No	No
8.	sofa	0073586		Good/ Fair	No	No
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Sincerely,

Authorized Signature

Submit Form

TO BEGIN THIS INVENTORY TRANSFER: Print the completed form, sign, and return the form with original signature to the Purchasing Inventory Division.