

EL PASO COUNTY SHERIFF'S OFFICE

INTEROFFICE MEMORANDUM

DATE: August 24, 2020

TO: Lucille Samuel (Budget), thru Assistant Chief M. Vargas, thru Lieutenant J. Monarez, thru Sgt R. Lara, L. Morales

FROM: Detention Officer R. Pearson (Property Custodian)

SUBJECT: DISPOSAL OF DAMAGED AND UNSERVICEABLE COUNTY PROPERTY

Request that the attached list of damaged and unserviceable items be added to the next County Commissioners Court Agenda. Approval is required for proper disposal of county property.

**EL PASO COUNTY DETENTION FACILITY
DISPOSAL SHEET**

8/24/2020

Item	Make	Model	Serial Number	Bar Code
Metal Desk/Wooden top				0033946
Metal Desk/Wooden top				0034222
Metal Desk/Wooden top				016847
Brown chair				0041759
Brown chair				0041456
Table				0051071
Black chair				168187
Brown Metal Cabinet				NO#
Chair Blk Mesh				1351294 135294
Chair Gray Fabric				140069
Chair Red Fabric				0043480
Chair Red Fabric				0043481
Chair Red Fabric				0042926
Chair Red Fabric				NO#
Chair Blk Mesh				135292
Desk cherry				176354 0079372
Wooden table				0051071
Desk cherry				NO#
File cabinet				0040620
Round Table				0057914
work station w/hung cabinet				NO#
Wooden table				0059143
metal cabinet green				NO#
file cabinet gray				0075570
Wooden Desk				NO#
Black chair				179070
Black chair				129985
Black chair				168241
Black chair				172253
Paper Shredder				NO#
Refrigerator				149309
Black chair fabric				181725
Black chair fabric				1817278 181727
Wooden Bench sm				NO#
Wooden Bench Lg				NO#
Wooden Bench Lg				NO#
Metal Plastic Chair Red				0056789
Metal Plastic Chair Beige				0042016
Metal Plastic Chair Beige				0041708
Peach chair w/casters				NO#
Volleyball poles				NO#

RDD
9/8/20

RDD
9/8/20

RDD
9/8/20



To: Robert Pedregon, Inventory Liaison

From: Angel Marin

Date: 9/14/2020

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

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for disposal 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 These items are outdated and/or have been replaced.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

	Description	Barcode	Serial number	Condition	Original Cost	
					Asset > \$5,000	Grants
1.	DESK SINGLE PEDESTAL	0038133		Good/ Fair	No	No
2.	WORKSTATION 2 DRW	0059549		Poor/ Damaged	No	No
3.	TABLE WORK METAL T	0066324		Poor/ Damaged	No	No
4.	TABLE CONFERENCE R	0088779		Good/ Fair	No	No
5.	CALCULATOR SHARP	114220	2D034466	Poor/ Damaged	No	No
6.	SIDE CHAIR GREEN	119526		Good/ Fair	No	No
7.	SIDE CHAIR GREEN	119554		Good/ Fair	No	No
8.	1 PEDESTAL WS	122318		Poor/ Damaged	No	No
9.	BAR CODE LASER SCAN	122375		Poor/ Damaged	No	No
10.	DELL MONITOR 17" FL	134136	6AM-A872	Good/ Fair	No	No

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.



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	Description	Barcode	Serial number	Condition	Original Cost	
					Asset > \$5,000	Grants
1.	FILING DRAWER	134186		Good/ Fair	No	No
2.	PRINTER LASERJET HP	134837	VNB3C66316	Poor/ Damaged	No	No
3.	CASH REGISTRAR DRAW	135839	472840	Good/ Fair	No	No
4.	STAPLER ELECTRIC SEIN	138313		Poor/ Damaged	No	No
5.	PAPER SHREDDER COR	138586		Poor/ Damaged	No	No
6.	PORT REPLICATOR E/P	144631	2199790400351	Poor/ Damaged	No	No
7.	EXECUTIVE HIGH BACK	151852		Poor/ Damaged	No	No
8.	SIDE CHAIR GREEN	152656		Good/ Fair	No	No
9.	SIDE CHAIR GREEN	152657		Good/ Fair	No	No
10.	SIDE CHAIR GREEN	152658		Good/ Fair	No	No

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	Description	Barcode	Serial number	Condition	Original Cost	
					Asset> \$5,000	Grants
1.	CASH BOX TRAY META	154842		Good/ Fair	No	No
2.	SCANNER CANON	154848	FQ304419	Poor/ Damaged	No	No
3.	CASH BOX TRAY META	154879	S4386574	Good/ Fair	No	No
4.	DATAMAX O'NEIL LAB	155559	R13952696	Poor/ Damaged	No	No
5.	SCANNER CANON DR	156780	FQ308473	Poor/ Damaged	No	No
6.	SCANNER DOCUMENT	160383	FQ313687	Poor/ Damaged	No	No
7.	SCANNER DOCUMENT	160495	FQ308671	Poor/ Damaged	No	No
8.	HP PRINTER PRO 401D	164398	PHGFD32415	Poor/ Damaged	No	No
9.	MONITOR FLAT PANEL	166335	6CM44001QF	Good/ Fair	No	No
10.	MONITOR FLAT PANEL	166337	6CM44001QD	Good/ Fair	No	No

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	Description	Barcode	Serial number	Condition	Original Cost Asset> \$5,000	Grants
1.	MONITOR FLAT PANEL	167671	6CM5161ZD7	Good/ Fair	No	No
2.	PAPER SHREDDER SWI	170560		Poor/ Damaged	No	No
3.	PAPER SHREDDER AUT	171777		Poor/ Damaged	No	No
4.	MONITOR WITH REPL	172766		Good/ Fair	No	No
5.	DELL MONITOR P2217	172777	CN-0G58F5-64180-0B85	Good/ Fair	No	No
6.	DELL MONITOR P2217	172780	CN-0G58F5-64180-0B7E	Good/ Fair	No	No
7.	CANON DESKTOP SCAN	175452	GX328004	Poor/ Damaged	No	No
8.	ADDING MACHINE CAN			Poor/ Damaged	No	No
9.	ADDING MACHINE SH			Poor/ Damaged	No	No
10.	DELL MONITOR E2216		6AV-C46B-A00	Good/ Fair	No	No

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					Asset > \$5,000	Grants
1.	DELL MONITOR E2216V		64V-C54B-A00	Good/ Fair	No	No
2.	STAPLER ELECTRIC CO			Poor/ Damaged	No	No
3.	1 BOX SPEAKERS KEYB			Good/ Fair	No	No
4.	4 BOXES COMPUTER C			Good/ Fair	No	No
5.	MICROWAVE CHEFMA			Poor/ Damaged	No	No
6.	4 LAPTOP REPLICATOR			Good/ Fair	No	No
7.				Good/ Fair	No	No
8.				Good/ Fair	No	No
9.				Good/ Fair	No	No
10.				Good/ Fair	No	No

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