



To: **Purchasing Logistics Fixed Asset Section**

From: 210TH DISTRICT COURT

Point of Contact: Jose Marrufo 210th D.C. Baili

Date: 12.15.2023

Re: Items for Surplus from the 210TH DISTRICT COURT to The Purchasing Department

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 These items are outdated and/or have been replaced.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

	Description	Barcode	VIN/Serial number	Condition	Original Cost Asset> \$5,000	Grants
1.	Court furniture	0058119 D		Poor/ Damaged	No	No
2.				Excellent	Yes	Yes
3.				Excellent	Yes	Yes
4.				Excellent	Yes	Yes
5.				Excellent	Yes	Yes
6.				Excellent	Yes	Yes
7.				Excellent	Yes	Yes
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Sincerely,

Authorized Signature

Submit Form

FA 002. Transfer and Disposal-Surplus





To: **Purchasing Logistics Fixed Asset Section**

From: 171ST DISTRICT COURT

Point of Contact: Julio Gonzalez

Date: 12/12/2023

Re: Items for Surplus from the 171ST DISTRICT COURT to The Purchasing Department

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 These items are outdated and/or have been replaced.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

	Description	Barcode	VIN/Serial number	Condition	Original Cost		Grants
					Asset > \$5,000		
1.	Credenza wood walm	0057996 R		Good/ Fair	No	No	
2.	Chair steno fabric/m	0055011 R		Good/ Fair	No	No	
3.	Chair fabric blue/bro	0055158 R		Good/ Fair	No	No	
4.	Chair fabric blue/bro	0055159 R		Good/ Fair	No	No	
5.	Table conference rec	0055604 R		Good/ Fair	No	No	
6.	Table-work wood wa	0055665 R		Good/ Fair	No	No	
7.	Table-work wood wa	0055666 R		Good/ Fair	No	No	
8.	Table-work wood wa	0055667 R		Good/ Fair	No	No	
9.	Desk executive wood	0055931 R		Good/ Fair	No	No	
10.	table-end fiberglass	0056806 R		Good/ Fair	No	No	

Sincerely,

Authorized Signature _____

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: 171ST DISTRICT COURT

Point of Contact: Julio Gonzalez

Date: 12/14/2023

Re: Items for Reallocation from 171ST DISTRICT COURT to FACILITIES MANAGEMENT

Approve and authorize the reallocation of surplus assets from the owning Department to the gaining Department in compliance with Texas Local Government Code Section 262.011 (j). These items have been replaced or are no longer of use to the current department. (Maximum 100 items)

	Description	Barcode	VIN/Serial Number	Condition	Original Cost Asset > \$5,000	Grant
1.	Computer desk w	0028386 D		Good/ Fair	No	No
2.				Excellent	Yes	Yes
3.				Excellent	Yes	Yes
4.				Excellent	Yes	Yes
5.				Excellent	Yes	Yes
6.				Excellent	Yes	Yes
7.				Excellent	Yes	Yes
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Sincerely,

Authorized Signature *Irnetta Mata*

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **CONSTABLE PRECINCT 7**

Point of Contact: **Ida Gardner**

Date: **12/12/23**

Re: Assets to be removed from the **CONSTABLE PRECINCT 7** inventory.

Approve and authorize the removal of assets from the respective departments/courts inventory. The department/ courts have exhausted their efforts in trying to find these assets from past inventories. The removed assets were either picked-up on a prior date, disposed in-house, stolen, or lost. (Maximum 100 items)

	Description	Barcode	VIN/Serial Number	Reason	Original Cost Asset > \$5,000	Grant?	
1.	printer laserjet	170363	CNDCJ3905Q	Pick-Up Prio <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>	<input type="button" value="v"/>
2.	computer all in one	176230	MXL723314R	Pick-Up Prio <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>	<input type="button" value="v"/>
3.				Lost	Yes	Yes	
4.				Lost	Yes	Yes	
5.				Lost	Yes	Yes	
6.				Lost	Yes	Yes	
7.				Lost	Yes	Yes	
8.				Lost	Yes	Yes	
9.				Lost	Yes	Yes	
10.				Lost	Yes	Yes	

Sincerely,

Authorized Signature *Jacob Dandrea*

Submit Form

