

Terry

El Paso County Sheriff's Office  
Interoffice Memorandum

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Date: February 9, 2010

To: Mrs. Lucille Samuel, through Chain of Command

From: Jerry Avila, Engineering and Maintenance Section

Subject: Disposal of Capital Equipment

1. Reference: Memorandum, County Purchasing Agent, (Piti Vasquez)

Subject: County Property Guidelines

2. Request Commissioners Court's approval to turn-in the equipment listed below:

ITEM DESCRIPTION: Color Quad Processor

MAKE: EverPlex

MODEL: EP4CQ/N

SERIAL NUMBER No: 130248180420

COUNTY PROPERTY NO.: **N/A**

MANUFACTURED:

QUANTITY: **1 each**

REASON FOR TURN-IN:

The unit is defective and cannot be repaired.

DIVISION / SECTION SIGNED FOR EQUIPMENT:

Escort Office – Detention Facility