

### WEST TEXAS COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

August 24, 2010

## STEPHEN L. ENDERS

34th Judicial District Court 41st Judicial District Court 65th Judicial District Court 120th Judicial District Court 168th Judicial District Court 171st Judicial District Court 205th Judicial District Court 210<sup>th</sup> Judicial District Court 243<sup>rd</sup> Judicial District Court 327th Judicial District Court 346th Judicial District Court 383rd Judicial District Court 384th Judicial District Court 388th Judicial District Court 394th Judicial District Court 409<sup>th</sup> Judicial District Court 448<sup>th</sup> Judicial District Court Criminal District Court No. 1 County Court At Law No. 1 County Court At Law No. 2 County Court At Law No. 3 County Court At Law No. 4 County Court At Law No. 5 County Court At Law No. 6 County Court At Law No. 7 County Criminal Court No. 1 County Criminal Court No. 2 County Criminal Court No. 3 County Criminal Court No. 4 **Culberson County Court Hudspeth County Court** Jail Magistrate Court

The Honorable Judge Cobos El Paso County Judge 500 E. San Antonio, Room 301 El Paso, Texas 79901

#### Dear Judge Cobos:

I am requesting that the following item be placed on the agenda for the Commissioners' Court meeting to be conducted on Monday, August 30, 2010.

Authorize the transfer of a vehicle, as listed in the backup, from the Adult Probation Department through the Purchasing Department to the Juvenile Department.

Sincerely,

Stephen L. Enders

Director

SLE/pa





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#### **MEMORANDUM**

TO:

Stephen L. Enders

Director

FROM:

Sandra Lara Shara

Executive Assistant/Fiscal Manager

SUBJECT:

Donation of Vehicle

DATE:

August 23, 2010

In accordance with TDCJ-CJAD's Financial Management Manual, the surplus of a 1994 Chevrolet Truck 3500, VIN # 1GCGC33KXRJ332202, Texas License Plate #647386, was advertised to all CSCD's statewide via e-mail on July 22, 2010. No responses have been received to utilize this vehicle. Therefore, I am respectfully requesting that the vehicle be donated to El Paso County Juvenile Justice Center. The vehicle will assist in their Community Service Unit.

