



**COMMISSIONERS COURT
COMMUNICATION**

AGENDA DATE : 6/11/12

CONSENT OR REGULAR: consent

CONTRACT REFERENCE NO
(IF APPLICABLE): n/a

SUBJECT:

Transfer equipment items from Council of Judges Adm to Purchasing.

BACKGROUND/DISCUSSION OF TOPIC: To include statutory requirement, operational impact, or performance goal.

Turn in broken or out-dated equipment and items.

FISCAL IMPACT:

N/A

PRIOR COMMISSIONERS COURT ACTION (IF ANY):

N/A

RECOMMENDATION:

Approve and authorize the removal and disposal from the Council of Judges inventory and transfer to Purchasing Department.

COUNTY ATTORNEY APPROVAL

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY:

LEGAL REVIEW:

LEGAL REVIEW NOTES (If Applicable):

DATE:

SUBMITTED BY: Martha A. Banales, Office Manager (915) 546-2143

June 1, 2012

**Judge Veronica Escobar
And County Commissioners
County Courthouse
El Paso, TX**

Dear Judge Escobar and Commissioners:

I hereby request that the following items be placed on the next consent agenda for June 11th:

Transfer the following items from the Council of Judges Adm. to Purchasing:
2-TVS tags 131029 / 130626
Sony laptop #114924 / IBM laptop #104997 / Satellite Pro laptop #0080281
Wireless keyboard #112016, black keyboard #108591
Various remote controls, mouses & computer parts, cassette pedals – not tagged
1-Sanyo memoscriber TRC/8080 #111468
5-Panasonic transcribers RR830 #112259, 112252, 112260; 112261,112258
5-Sony cassette recorders #137193, 137194, 123826, 132958/ 1-no tag s/n 165471
5-Panasonic recorders #112250, 112256, 112255, 112254, 112253 & 112251
1-HP desk jet #113703
1-Broken stapler #144782
4-Broken keyboard trays – no tags
1-Sony M2020 transcriber #111592
1-Sony recorder – no tag; S/N 1008599
2-law books
2-step rests – no tags
Various broken audio headsets
1-toaster oven – no tag
1-Broken tv, #100454

The Purchasing Department has reviewed and approved the list for Commissioners approval. Your approval of this item is greatly appreciated.

Sincerely,

**MIKE IZQUIERDO,
Executive Director**