



COMMISSIONERS COURT
COMMUNICATION

AGENDA DATE : 6/11/12

CONSENT OR REGULAR: Consent

CONTRACT REFERENCE NO
(IF APPLICABLE): _____

SUBJECT:

Disposal of Unserviceable Equipment

BACKGROUND/DISCUSSION OF TOPIC:

This equipment is no longer serviceable or repairable.

FISCAL IMPACT:

None

PRIOR COMMISSIONERS COURT ACTION (IF ANY):

N/A

RECOMMENDATION:

Request this equipment be transferred to County Purchasing and removed from the Sheriff's Office Inventory.

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:

Sheriff Richard D. Wiles

El Paso County Sheriff's Office
Interoffice Memorandum

RS
F381

Date: May 24, 2012

To: Mrs. Lucille Samuel, through Commander Lopez, and Lt. Nance

From: Mr. Jerry Avila, Detention Facility, Engineering and Maintenance Section

Jerry Avila

Subject: Disposal of Capital Equipment

1. Reference: Memorandum, County Purchasing Agent (Piti Vasquez)
Subject: County Property Guidelines
2. Request Commissoners Court's approval to **turn-in** the equipment listed below:

ITEM DESCRIPTION: CHAIR (color: Beige)

MAKE: N/A

MODEL: N/A

SERIAL NUMBER:

COUNTY CONTROL NUMBER: Blue Tag #015897

QUANTITY: ONE

REASON FOR TURN-IN: Chair not feasible to repair (broken).

**DIVISION/SECTION (SIGNED FOR EQUIPMENT):
DETENTION FACILITY - MAINTENANCE SECTION**