



## COMMISSIONERS COURT COMMUNICATION

AGENDA DATE: 08/19/2013

CONSENT OR REGULAR: Consent Agenda

CONTRACT REFERENCE NO  
(IF APPLICABLE): NA

**SUBJECT:** Approve and authorize the transfer and removal of inventory items from the Sheriff Department and the Office of the Tax Assessor-Collector to the Purchasing Department. See attachment.

**BACKGROUND/DISCUSSION OF TOPIC:** Authorize and approve the transfer of items from the above Departments to the Purchasing Department for a future auction.

**FISCAL IMPACT:** The items that will be transferred to the Purchasing Department are old obsolete and no longer in use.

**PRIOR COMMISSIONERS COURT ACTION (IF ANY):** N/A

**RECOMMENDATION:** To approve and authorize the transfer and pick-up.

### **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:

Kennie Downing Purchasing Agent (915) 546-2048

# El Paso County Sheriff's Office

## Memorandum

To: Purchasing, Robert Pedregon  
Thru: Executive Chief Sylvia Aguilar  
From: R. Lucille Samuel, Budget Operations Manager  
Date: 8/15/2013  
Subject: Property Disposal

Request the following unserviceable equipment be turned in to the Purchasing Department for disposal. These items are no longer needed by the Department or non-repairable.

The spreadsheet is attached.

*R. Lucille Samuel*  
Budget Operations Manager

Model	County tag	Serial
HP5000	124180	2ub43901dh
HP5000	124265	2ub43901cy
HP5000	124279	2ub43901fy
dc5100	130337	2ua609k03t
dc5000	124178	2ub43901f2
dc5000	124284	2ub43901fj
dc5000	124262	2ub43901cx
dc5000	124273	2ub43901g2
dc5000	124174	2ub43901dl
dc5000	124287	2ub43901f5
dc5000	124186	2ub43901fd
dc5000	124175	2ub43901fl
dc5000	124187	2ub43901dy
dc5000	124183	2ub43901f3
dc5000	124189	2ub43901d4
dc5000	124190	2ub43901d2
dc5000	124176	2ub43901dm
dc5000	124172	2ub43901dr
dc5000	124264	2UB43901D5
dc5000	124267	2ub43901cz
0	126360	2ub52101lt

PALLET 1



**VICTOR A. FLORES, R.T.C.**  
**OFFICE OF THE COUNTY TAX ASSESSOR-COLLECTOR**  
500 E. Overland Ave., Suite 101 • El Paso, Texas 79901  
(915)546-2097 / (915)543-3838 Fax

**M E M O R A N D U M**

**TO:** Robert Pedregon

**Through:** Victor A. Flores, Tax Assessor-Collector *✓* *for Mr. Flores*

**Through:** Frank Ortiz, Chief Deputy *✓*

**Through:** Barbara Banks, Director of Motor Vehicle Registration and Titling *✓*

**FROM:** Elier Bayona, Senior Inventory Clerk

**DATE:** August 13, 2013

**SUBJECT:** Non-serviceable Equipment

---

Respectfully requesting the following attached list of equipment be removed from the County Tax Assessor-Collector inventory and place on Commissioners Court agenda for proper disposal. Please contact me at ext # 3110 if you need additional information.

# EL PASO COUNTY TAX ASSESSOR - COLLECTOR'S OFFICE

2013

**Items Being Transfer to Purchasing Department**

1AG#

Q11 DESCRIPTION

Serial number

TAG #	QTY	DESCRIPTION	Serial number
132415	1	DT	FAX CANON LASERJET 2050P
144518	1	DT	TYPEWRITTER BROTHER
147722	1	DT	COPIER HP LASERJET P2035n
/	1	DT	CALCULATOR SHARP EL-219RII
/	1	DT	CANON P200-DH III
147843	1	DT	BLACK CART FILE DEEP STEEL TUB

**TOTAL ITEMS:**

8

5

大

8/13/13