DeWight Dopslauf, C.P.M., CPPO
Harris County Purchasing Agent

April 10, 2024

Commissioners Court
Harris County, Texas

RE: Inventory Deletions

Members of Commissioners Court:

Please authorize the following:

Description: Removal of Inventory Items Listed on Auditor's Form 3351

Department: HC Flood Control District (Org. 090)
Public Health Services (Org. 275)

Sincerely,

DeWight Dopslauf

DeWight Dopslauf
Purchasing Agent

JG
Attachments

FOR INCLUSION ON COMMISSIONERS COURT AGENDA APRIL 23, 2024

County Auditor's Form 3351
Harris County, Texas (REV. 09/06)

COUNTY PROPERTY DELETION/INDEMNIFICATION REQUEST FORM

TO BE COMPLETED BY DEPARTMENT

SECTION 1 DEPARTMENT INFORMATION

Official's Name	Department /Division Name	Current Date
Tina Petersen, Ph.D., P.E.	090 - Harris County Flood Control District	03/26/2024

SECTION 2 DELETION OF PROPERTY FROM INVENTORY RECORDS

Commissioners Court: I respectfully request, as applicable, authorization to remove the below listed property from this department's inventory listing or that the Harris County Purchasing Agent be authorized to remove the property from the Harris County Inventory Listing, and for capitalized items, that the Harris County Auditor be authorized to process the appropriate entries to remove the property from the department's general ledger fixed asset accounts.

☑ ***Additional Sheets Attached***

INV. CONTROL #	DESCRIPTION	COST	CUR. BOOK VALUE	YEARS IN SERVICE	PURCHASE DATE

Cause for Loss ☐ ***Additional Sheets Attached***

The circumstances resulting in this request are:

☐ **DAMAGE/DESTRUCTION** due to accident/natural disaster. Date the damage/destruction occurred: _____

Date the accident/disaster reported to Risk Management and the County Auditor: _____

☐ **THEFT**, and the date of the theft report (**include copy of report**) given to the Sheriff, Constable, or other Peace Officer, the report number assigned by the Officer, and the law enforcement agency are:

_____ (Theft Report Date), _____ (Theft Report Number), and _____ (Law Enforcement Agency)

☐ **LOSS**, and the estimated date of loss is: _____

☐ **WASTE**, the property is no longer functional in any manner and is considered waste.

☑ **OTHER**, (specify): see attached report

Deletion Requested By

Official's Signature: Anthony Bacarisse Date: 03/27/2024

SECTION 3 INDEMNIFICATION SECTION 3 REQUIRED ONLY FOR DELETIONS DUE TO DAMAGE/DESTRUCTION, THEFT, OR LOSS.

Local Government Code §157.903 authorizes the commissioners court of a county by order to provide for the indemnification of an elected or appointed county officer against personal liability for the loss of county funds, or loss of or damage to personal property, incurred by the officer in the performance of official duties if the loss was not the result of the officer's negligence or criminal action.

☐ **I respectfully request Commissioners Court to indemnify me** for the liability associated with the loss of the above listed lost, damaged, or stolen property.

OR

☑ **I am NOT requesting Commissioners Court to indemnify me** for the loss of the above listed property because:

- ☐ I will reimburse Harris County for the value associated with the loss.
- ☐ Harris County has or will receive $ _____ as a result of an insurance claim/recovery for the loss of the property.
- ☑ The property is no longer functional in any manner, was determined **not** to be surplus, and is therefore considered waste.
- ☐ Other (specify):

Current Internal Controls (☐ ***Additional Sheets Attached***)

Additional Controls Implemented to Prevent Future Losses ***(If applicable)*** (☐ ***Additional Sheets Attached***)

Action Taken to Recover Property (☐ ***Additional Sheets Attached***)

Official's Signature: Anthony Bacarisse Date: 03/27/2024

TO BE COMPLETED BY PURCHASING AGENT

Reviewed by Purchasing Agent

Signature: _____ Date: _____

Recommended Disposal Method for Damaged/ Destroyed Items in Department's Possession

TO BE COMPLETED BY COMMISSIONERS COURT

PROPERTY DELETION: ☐ **APPROVED** ☐ **NOT APPROVED** by Commissioners Court

INDEMNIFICATION: ☐ **APPROVED** ☐ **NOT APPROVED** by Commissioners Court

County Judge's Signature: _____ Date: _____

Harris County Production
Fixed Assets
Items Pending Disposal Verification

Dept: 090 HC FLOOD CONTROL DISTRICT

ASSET ID	DESCRIPTION	MAKE	MODEL	S/N	RETIREMENT TYPE	JUSTIFICATION COMMENTS
100000000397	PROBE, TURBIDITY PROBE KIT, WI	YSI	N/A	06L0707	SCRAPPED ASSETS	HAZARDOUS CHEMICALS ON OLD EQUIPMENT BEING RETIRED. EQUIPMENT WAS USED FOR TESTING HAZARDOUS MATERIAL IN BASINS WATERWAYS. EQUIPMENT WILL BE TAKEN TO RAKI FOR DISPOSAL.
100000000424	TESTER, WATER MULTI-PARAMETER	YSI	6920V2-S	07M100758	SCRAPPED ASSETS	HAZARDOUS CHEMICALS ON OLD EQUIPMENT BEING RETIRED. EQUIPMENT WAS USED FOR TESTING HAZARDOUS MATERIAL IN BASINS WATERWAYS. EQUIPMENT WILL BE TAKEN TO RAKI FOR DISPOSAL.
100000000426	WATER TESTER, MULTI-PARAMETER	YSI	6920V2-S	08G101803	SCRAPPED ASSETS	HAZARDOUS CHEMICALS ON OLD EQUIPMENT BEING RETIRED. EQUIPMENT WAS USED FOR TESTING HAZARDOUS MATERIAL IN BASINS WATERWAYS. EQUIPMENT WILL BE TAKEN TO RAKI FOR DISPOSAL.
100000000433	MONITORING EQUIPMENT,WATER QUA	YSI	6920V2-S	08L101150	SCRAPPED ASSETS	HAZARDOUS CHEMICALS ON OLD EQUIPMENT BEING RETIRED. EQUIPMENT WAS USED FOR TESTING HAZARDOUS MATERIAL IN BASINS WATERWAYS. EQUIPMENT WILL BE TAKEN TO RAKI FOR DISPOSAL.
100000000437	MONITORING EQUIPMENT,WATER QUA	YSI	6920V2-S	08L101153	SCRAPPED ASSETS	HAZARDOUS CHEMICALS ON OLD EQUIPMENT BEING RETIRED. EQUIPMENT WAS USED FOR TESTING HAZARDOUS MATERIAL IN BASINS WATERWAYS. EQUIPMENT WILL BE TAKEN TO RAKI FOR DISPOSAL.
100000000819	TESTER,WATER MULTI-PARAMETER SONDE	YSI	6920V2-2S	09L101134	SCRAPPED ASSETS	HAZARDOUS CHEMICALS ON OLD EQUIPMENT BEING RETIRED. EQUIPMENT WAS USED FOR TESTING HAZARDOUS MATERIAL IN BASINS WATERWAYS. EQUIPMENT WILL BE TAKEN TO RAKI FOR DISPOSAL.
100000000827	TESTER,WATER MULTI-PARAMETER SONDE	YSI	6920V2-2S	09L101130	SCRAPPED ASSETS	HAZARDOUS CHEMICALS ON OLD EQUIPMENT BEING RETIRED. EQUIPMENT WAS USED FOR TESTING HAZARDOUS MATERIAL IN BASINS WATERWAYS. EQUIPMENT WILL BE TAKEN TO RAKI FOR DISPOSAL.

County Auditor's Form 3351
Harris County, Texas (REV. 09/06)

COUNTY PROPERTY DELETION/INDEMNIFICATION REQUEST FORM

TO BE COMPLETED BY DEPARTMENT

SECTION 1 DEPARTMENT INFORMATION

Official's Name	Department /Division Name	Current Date
Barbie L. Robinson	275 - Public Health Services	2/1/2024

SECTION 2 DELETION OF PROPERTY FROM INVENTORY RECORDS

Commissioners Court: I respectfully request, as applicable, authorization to remove the below listed property from this department's inventory listing or that the Harris County Purchasing Agent be authorized to remove the property from the Harris County Inventory Listing, and for capitalized items, that the Harris County Auditor be authorized to process the appropriate entries to remove the property from the department's general ledger fixed asset accounts.

☑ *Additional Sheets Attached*

INV. CONTROL #	DESCRIPTION	COST	CUR. BOOK VALUE	YEARS IN SERVICE	PURCHASE DATE
	see attached report				

Cause for Loss ☐ *Additional Sheets Attached*

The circumstances resulting in this request are:

☐ **DAMAGE/DESTRUCTION** due to accident/natural disaster. Date the damage/destruction occurred: _____

Date the accident/disaster reported to Risk Management and the County Auditor: _____

☐ **THEFT**, and the date of the theft report (**include copy of report**) given to the Sheriff, Constable, or other Peace Officer, the report number assigned by the Officer, and the law enforcement agency are:

_____ (Theft Report Date) , _____ (Theft Report Number) , and _____ (Law Enforcement Agency)

☐ **LOSS**, and the estimated date of loss is: _____

☐ **WASTE**, the property is no longer functional in any manner and is considered waste.

☑ **OTHER**, (specify): see attached report

Deletion Requested By

Official's Signature: _____ Date: 3/18/2024

SECTION 3 INDEMNIFICATION SECTION 3 REQUIRED ONLY FOR DELETIONS DUE TO DAMAGE/DESTRUCTION, THEFT, OR LOSS.

Local Government Code §157.903 authorizes the commissioners court of a county by order to provide for the indemnification of an elected or appointed county officer against personal liability for the loss of county funds, or loss of or damage to personal property, incurred by the officer in the performance of official duties if the loss was not the result of the officer's negligence or criminal action.

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OR

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- ☐ I will reimburse Harris County for the value associated with the loss.
- ☐ Harris County has or will receive $ _____ as a result of an insurance claim/recovery for the loss of the property.
- ☐ The property is no longer functional in any manner, was determined **not** to be surplus, and is therefore considered waste.
- ☐ Other (specify):

Current Internal Controls (☐ *Additional Sheets Attached*)

Additional Controls Implemented to Prevent Future Losses *(If applicable)* (☐ *Additional Sheets Attached*)

Action Taken to Recover Property (☐ *Additional Sheets Attached*)

Official's Signature: _____ Date: 3/18/2024

TO BE COMPLETED BY PURCHASING AGENT

Reviewed by Purchasing Agent

Signature: _____ Date: _____

Recommended Disposal Method for Damaged/ Destroyed Items in Department's Possession

TO BE COMPLETED BY COMMISSIONERS COURT

PROPERTY DELETION: ☐ **APPROVED** ☐ **NOT APPROVED** by Commissioners Court

INDEMNIFICATION: ☐ **APPROVED** ☐ **NOT APPROVED** by Commissioners Court

County Judge's Signature: _____ Date: _____

Harris County Production
Fixed Assets
Items Pending Disposal Verification

Dept: 275 PUBLIC HEALTH SERVICES

ASSET ID	DESCRIPTION	MAKE	MODEL	S/N	RETIREMENT TYPE	JUSTIFICATION COMMENTS
300000060097	DVR, HD VIDEO APPLIANCE	AVIGILON	6-TB UNIT	AV016A100882	MISSING ASSET	UNABLE TO LOCATE