



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

August 31, 2021

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 Commissioner Pct. 3 (Org. 103)
Fire Marshal's Office (Org. 213)
Public Health Services (Org. 275)

Sincerely,

A blue ink signature of the name "DeWight Dopslauf".

DeWight Dopslauf
Purchasing Agent

JG
Attachments

FOR INCLUSION ON COMMISSIONERS COURT AGENDA SEPTEMBER 14, 2021

**COUNTY PROPERTY
DELETION/INDEMNIFICATION REQUEST FORM**

TO BE COMPLETED BY DEPARTMENT

SECTION 1 DEPARTMENT INFORMATION

Official's Name Tom Ramsey	Department /Division Name 103 - HC Commissioner Pct. 3	Current Date 8/19/2021
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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:
_____, and _____
Theft Report Date _____ Theft Report Number _____ 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: Deanna Brunt Date: 8-19-2021

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: Deanna Brunt Date: 8-19-2021

TO BE COMPLETED BY PURCHASING AGENT

Reviewed by Purchasing Agent

Signature: DW Date: 9-1-21 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: 103 HC COMMISSIONER PCT. 3

ASSET ID	DESCRIPTION	MAKE/MODEL	S/N	RETIREMENT TYPE	JUSTIFICATION COMMENTS
300000013394	HUSTLER ZERO TURN MOWER	HUSTLER/ 937003	M# 19082671	SCRAPPED	ENGINE FIRE TOTAL LOSS
300000031990	STORAGE/RETRIEVAL SYSTEM	ROTOMAT/	98ASRS	N/A	SCRAPPED
300000031991	ROTOMAT 98ASRS STORAGE/RETRIEVAL SYSTEM	ROTOMAT	N/A	SCRAPPED	WORN BEYOND USEFULLNESS/OBSOLETE

**COUNTY PROPERTY
DELETION/INDEMNIFICATION REQUEST FORM**

TO BE COMPLETED BY DEPARTMENT

SECTION 1 DEPARTMENT INFORMATION

Official's Name **Laurie L. Christensen** Department /Division Name **213/Fire Marshal's Office** Current Date **8/16/2021**

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): Transfer

Deletion Requested By

Official's Signature: 

Date: **8/17/21**

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: 

Date: **8/17/21**

Reviewed by Purchasing Agent

Signature: 

Date: **9/1/21**

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

TO BE COMPLETED BY PURCHASING AGENT

TO BE COMPLETED BY COMMISSIONERS COURT

PROPERTY DELETION:
INDEMNIFICATION:

APPROVED NOT APPROVED by Commissioners Court
 APPROVED NOT APPROVED by Commissioners Court

County Judge's Signature: _____

Date: _____

Harris County Production
Fixed Assets
Items Pending Disposal Verification

Dept: 213 FIRE MARSHAL'S OFFICE

ASSET ID	DESCRIPTION	MAKE/MODEL	S/N	RETIREMENT TYPE	JUSTIFICATION COMMENTS
300000059478	TRAILER, 16FT	CARGO CRAFT	4D6EB16226C01 0569	OTHER	TRANSFERRED TO TOMBALL FIRE DEPT PER INTERLOCAL AGREEMENT BETWEEN HARRIS COUNTY AND THE CITY OF TOMBALL . APPROVED BY COMMISSIONERS COURT 1/28/2020

**COUNTY PROPERTY
DELETION/INDEMNIFICATION REQUEST FORM**

TO BE COMPLETED BY DEPARTMENT

SECTION 1

DEPARTMENT INFORMATION

Official's Name Gwendolyn Sims	Department /Division Name 275 - Public Health Services	Current Date 8/3/2021
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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: _____, and _____
Theft Report Date _____ Theft Report Number _____ 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: 8/11/21

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

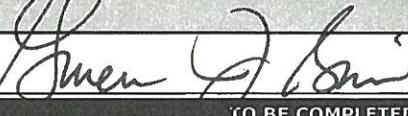
I am NOT requesting Commissioners Court to indemnify me for the loss of the above listed property because:

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: 

Date: 8/11/21

TO BE COMPLETED BY PURCHASING AGENT

Reviewed by Purchasing Agent

Signature: 

Date: 9-1-21

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
300000060251	CONFERENCE ROOM DISPLAY, MICRO	MICROSOFT/ SURFACE HUB	848215773162	OTHER	RETURNED TO VENDOR FOR CREDIT (\$18,667.58)