



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

September 7, 2022

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:** Harris County Sheriff's Office (Org. 540)

Sincerely,

A handwritten signature in blue ink, appearing to read "DeWight Dopslauf", is written over a light blue circular background.

DeWight Dopslauf  
Purchasing Agent

JG  
Attachments

**COUNTY PROPERTY  
DELETION/INDEMNIFICATION REQUEST FORM**

TO BE COMPLETED BY DEPARTMENT

**SECTION 1 DEPARTMENT INFORMATION**

Official's Name: Sheriff Ed Gonzalez  
Department / Division Name: 540 - Harris County Sheriff's Office  
Current Date: 8/25/2022

**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: \_\_\_\_\_

Date: 8/25/2022

**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: 8/25/2022

TO BE COMPLETED BY PURCHASING AGENT

Reviewed by Purchasing Agent

Signature: \_\_\_\_\_

Date: 9-8-27

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

TO BE COMPLETED BY COMMISSIONERS COURT

PROPERTY DELETION:  
INDEMNIFICATION:

☒ **APPROVED**

☐ **NOT APPROVED**

by Commissioners Court  
by Commissioners Court

County Judge's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Harris County Production  
Fixed Assets  
Items Pending Disposal Verification

Dept: 540 HARRIS COUNTY SHERIFF'S OFFICE

ASSET ID	DESCRIPTION	MAKE/MODEL	S/N	RETIREMENT TYPE	JUSTIFICATION COMMENTS
300000068018	KIT, X-RAY GOLDEN XRS-4	TELEVERE SYSTEM LLC/ XRS-4KIT	0134	SCRAPPED ASSETS	X-RAY/MEDICAL EQUIPMENT. OBSOLETE/BROKEN BEYOND REPAIR; WILL DISPOSE THRU GOLDEN ENGINEERING INC AT NO CHARGE. PO HCNTY-0000053788