



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

May 3, 2023

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: Public Health Services (Org. 275)
Harris County Constable Pct. 1 (Org. 301)
Harris County Justice of the Peace 1-2 (Org. 312)
Harris County Clerk's Office (Org. 515)
HC Juvenile Probation (Org. 840)

Sincerely,

Paige McInnis for

DeWight Dopslauf
Purchasing Agent

JG
Attachments

FOR INCLUSION ON COMMISSIONERS COURT AGENDA MAY 16, 2023



**COUNTY PROPERTY
DELETION/INDEMNIFICATION REQUEST FORM**

TO BE COMPLETED BY DEPARTMENT

SECTION 1 DEPARTMENT INFORMATION

Official's Name: Barbie L. Robinson Department / Division Name: 275 - Public Health Services Current Date: 4/11/2023

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: 4/13/2023

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: 4/13/2023

TO BE COMPLETED BY PURCHASING AGENT

Reviewed by Purchasing Agent

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

Signature: _____

Date: _____

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
300000060151	BLOWER, LABCONCO W/CAB	LABCONCO	48816	4064400	MISSING	BEEN DISPOSED OF, NO BACKUP DOCUMENTATION
300000060357	REFRIGERATOR/FREEZER	FISCHER SCIENTIFIC	MC20SS-SAEF-FS	116823701170825	MISSING	BEEN DISPOSED OF, NO BACKUP DOCUMENTATION

**COUNTY PROPERTY
DELETION/INDEMNIFICATION REQUEST FORM**

TO BE COMPLETED BY DEPARTMENT

SECTION 1 DEPARTMENT INFORMATION

Official's Name: Constable Alan Rosen
Department /Division Name: 301 - Constable Precinct 1
Current Date: 4/18/2023

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: _____
Thrift Report Date: _____ Thrift 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: 4-18-2023

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: 4-18-2023

TO BE COMPLETED BY PURCHASING AGENT

Reviewed by Purchasing Agent

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

Signature: _____ Date: _____

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: 301 HARRIS COUNTY CONSTABLE PCT. 1

ASSET ID	DESCRIPTION	MAKE	MODEL	S/N	RETIREMENT TYPE	JUSTIFICATION COMMENTS
300000065801	CANINE - TINA- H00000001516	N/A	TINA	N/A	EXPENSED	CANINE HAS BEEN RETIRED. CC APPROVED 07/20/2021
300000065846	BATTERY	N/A	ITEM #BP-502, RECHARGEABLE LI	N/A	EXPENSED	NON-INVENTORY- NON-CAP, UNDER \$5K
300000065847	TELEPHONE POLE COVERT ENCLOSUR	NEMA	N/A	N/A	MISSING ASSET	PREVIOUS ADMISTRAITION: UNABLE TO LOCATE
300000072309	K9 - POLICE TRAINED DOG - ELMO- H00000005148	VIZSLA RETRIEVER LABRADOR MIX	ELMO	900182001926581	EXPENSED	CANINE PASSED AWAY 1/15/2022: CC APPROVED 02/08/2022
300000075771	K9 - POLICE TRAINED DOG KYRA- H00000005176	HOUSTON K9 ACADEMY, LLC	FEMALE / BELGIAN MALINOIS	528210004898501	OTHER	CANINE HAS BEEN RETIRED. CC APPROVED 03/14/2023

**COUNTY PROPERTY
DELETION/INDEMNIFICATION REQUEST FORM**

TO BE COMPLETED BY DEPARTMENT

SECTION 1 DEPARTMENT INFORMATION

Official's Name
Steve Duble

Department /Division Name
312 - Harris County Justice of the Peace 1-2

Current Date
4/17/2023

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				

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: 4-18-23

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: 4-18-23

TO BE COMPLETED BY PURCHASING AGENT

Reviewed by Purchasing Agent

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

Signature: _____

Date: _____

TO BE COMPLETED BY COMMISSIONERS COURT

PROPERTY DELETION:
INDEMNIFICATION:

☐ APPROVED
☐ APPROVED

☐ NOT APPROVED
☐ NOT APPROVED

by Commissioners Court
by Commissioners Court

County Judge's Signature: _____

Date: _____

**Harris County Production
Fixed Assets
Items Pending Disposal Verification**

Dept: 312 Harris County Justice of the Peace 1-2

ASSET ID	DESCRIPTION	MAKE	MODEL	S/N	RETIREMENT TYPE	JUSTIFICATION COMMENTS
300000066161	FILE SYSTEM, LEKTRIEVER	KARDEX	LK-2000	31113	SCRAPPED ASSETS	OBSOLETE, REMOVED DURING RENOVATION. DISPOSED THRU COUNTY CONTRACTOR SOUTH POST OAK RECYCLING CENTER
300000066163	FILE SYSTEM, LEKTRIEVER	KARDEX	LK-S80M SERIES 80	21327	SCRAPPED ASSETS	OBSOLETE, REMOVED DURING RENOVATION. DISPOSED THRU COUNTY CONTRACTOR SOUTH POST OAK RECYCLING CENTER
300000066164	FILE SYSTEM, LEKTRIEVER	KARDEX	LEKTRIEVER 110	82712	SCRAPPED ASSETS	OBSOLETE, REMOVED DURING RENOVATION. DISPOSED THRU COUNTY CONTRACTOR SOUTH POST OAK RECYCLING CENTER
300000066165	FILE SYSTEM, LEKTRIEVER	KARDEX	LK-S80M	24980	SCRAPPED ASSETS	OBSOLETE, REMOVED DURING RENOVATION. DISPOSED THRU COUNTY CONTRACTOR SOUTH POST OAK RECYCLING CENTER

**COUNTY PROPERTY
DELETION/INDEMNIFICATION REQUEST FORM**

TO BE COMPLETED BY DEPARTMENT

SECTION 1 DEPARTMENT INFORMATION

Official's Name Teneshia Hudspeth	Department /Division Name 515 Harris County Clerk's Office	Current Date 4/13/2023
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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 _____
Thrift 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

Deletion Requested By

Official's Signature: Phyllisman Phyllis Date: 4/13/23

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: Phyllisman Phyllis Date: 4/13/23

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: 515 HARRIS COUNTY CLERK'S OFFICE**

ASSET ID	DESCRIPTION	MAKE	MODEL	S/N	RETIREMENT TYPE	JUSTIFICATION COMMENTS
300000066220	PITNEY BOWES 30LB MAIL SCALE	PITNEY BOWES	MP30	0112015	EXPENSED	NON-INVENTORY- NON-CAP. UNDER \$5K
300000066285	DISK XTENDER 2000 DATA MANAGER	N/A	N/A	N/A	EXPENSED	SOFTWARE, NON-INVENTORY
300000066368	COURT CASE MANAGEMENT AND JAIL	N/A	N/A	N/A	EXPENSED	SOFTWARE, NON-INVENTORY
300000066465	SERVER, DELL 2450 RACK MOUNTED	DELL	2450	N/A	MISSING	UNABLE TO LOCATE
300000066466	SERVER, DELL RACK MOUNTED	DELL	6450	3ZF5P01	MISSING	UNABLE TO LOCATE

**COUNTY PROPERTY
DELETION/INDEMNIFICATION REQUEST FORM**

TO BE COMPLETED BY DEPARTMENT

SECTION 1 DEPARTMENT INFORMATION

Official's Name: Henry Gonzales Department/Division Name: 840- HC Juvenile Probation Current Date: 4/13/2023

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

Deletion Requested By

Official's Signature: Douglas Halstead

Date: 4-18-2023

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: Douglas Halstead

Date: 4-18-2023

TO BE COMPLETED BY PURCHASING AGENT

Reviewed by Purchasing Agent U

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

Signature: _____ Date: _____

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: 840 HC JUVENILE PROBATION

ASSET ID	DESCRIPTION	MAKE	MODEL	S/N	RETIREMENT TYPE	JUSTIFICATION COMMENTS
300000069171	WASHER, COMMERCIAL	SPEED QUEEN	SCN060GNF	1210014994	SCRAPPED ASSETS	BROKEN BEYOND REPAIR, SCRAPPED. NO BACKUP DOCUMENTATION
300000069190	WASHER/EXTRACTOR	SPEED QUEEN	SC50MN20U60001	3040332384	SCRAPPED ASSETS	BROKEN BEYOND REPAIR, SCRAPPED. NO BACKUP DOCUMENTATION
300000069199	WASHER, SPEED QUEEN 40LB EXTRA	SPEED QUEEN	SCN040GNFXU2001	1510015094	SCRAPPED ASSETS	BROKEN BEYOND REPAIR, SCRAPPED. NO BACKUP DOCUMENTATION
300000069200	WASHER MACHINE, 60L	SPEED QUEEN	SCN060GNFWU2001	1510008981	SCRAPPED ASSETS	BROKEN BEYOND REPAIR, SCRAPPED. NO BACKUP DOCUMENTATION