

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

	County Auditor's Form 3351 Harris County, Texas (REV. 09/06) COUNTY PROPERTY									
	TO BE COMPLETED BY DEPARTMENT									
SECTION 1 DEPA	RTMENT I	NFORMATIO	The second secon	TED NY DEPARTM	RENT	STATE OF THE PARTY OF		MICE SPECIES		
Official's Name			Department /Division			-	Current	Date		
Barbie L. Robinson	1,22,200									
The second secon			OM INVENTORY REC							
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 A	Additional Sheets Attached									
INV. CONTROL # DESCRIPTION COST CUR. BOOK VALUE YEARS IN PURCHASE DATE										
	see atta	ched repor	t		\perp					
Cause for Loss 🗌 Addi	tional Shee	ets Attached				11 11 11 11 11				
The circumstances i	esulting	in this reg	uest are:							
☐ DAMAG	E/DESTRI	UCTION du	e to accident/natural	disaster. Date t	he dama	age/destruction oc	curred:			
Date the	accident/	disaster rep	orted to Risk Manage	ement and the C	ounty A	uditor:				
			eft report (Include of igned by the Officer,				able, or other	Peace		
				, and				-		
			heft Report Number			Law Enforcement	Agency			
Loss, a	nd the est	<u>lmated date</u>	of loss is:							
		rty is no lor see attacl	nger functional in any	manner and is	consider	red waste.				
Deletion Requested By	(specify):	see attack	// //							
		10	16/1			, i	1.1			
Official's Signature:										
SICTION 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.								fication of an nal property,		
	quest Co	mmission	ers Court to indem			_	_			
OR										
☐ I am NOT reque	sting Con	nmissioner	s Court to Indemni	ify me for the lo	ss of the	above listed prop	erty 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.										
			as a res I in any manner, was							
Other (specif	<u>():</u>			determined 110	t to be s	urpius, and is thei	erore consider	eu waste.		
Current Internal Controls (Additional Sheets Attached)										
Additional Controls Implemented to Prevent Future Losses (If applicable) (Additional Sheets Attached)										
Action Taken to Recover Property (C. Agditional Sheets Attached)										
Official's Signature:	1/0	111				Date: 4/	13/2023			
omours signature.		No. of Concession, Name of Street, or other Designation, Name of Street, or other Designation, Name of Street,	TO BE COMPLETED	BY PURCHASING	AGENI	Date.				
Reviewed by Purchasing	lgent					Recommended Disp Destroyed Items in				
Signature:			Date							
MILE WENTER	725 E	MEGET AND	TO BE COMPLETED BY	COMMISSIONE	RS COUR	TERRETAIN	500 1			
PROPERTY DELETION: INDEMNIFICATION:		APPROVE APPROVE				ers Court ers Court				
	ure:					Date:				

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-SAEE-FS	116823701170825	MISSING	BEEN DISPOSED OF, NO BACKUP DOCUMENTATION

County Auditor's Form 3351 COUNTY PROPERTY Harris County, Texas (REV. 09/06) **DELETION/INDEMNIFICATION REQUEST FORM** TO BE COMPLETED BY DEPARTMENT DEPARTMENT INFORMATION SECTION 1 Official's Name Department /Division Name Current Date 301 - Constable Precinct 1 4/18/2023 Constable Alan Rosen **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. M Additional Sheets Attached YEARS IN DUDCHASE INV. CONTROL # DESCRIPTION COST **CUR. BOOK VALUE** SERVICE 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 Date: 4-18-052 Official's Signature: INDEMNIFICATION SECTION 3 REQUIRED ONLY FOR DELETIONS DUE TO DAMAGE/DESTRUCTION 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. as a result of an insurance claim/recovery for the loss of the property. Harris County has or will receive \$ ___ 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) Date: 4-18-2023 Official's Signature: 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 ☐ NOT APPROVED ☐ NOT APPROVED PROPERTY DELETION: APPROVED by Commissioners Court INDEMNIFICATION: APPROVED by Commissioners Court

Date:

County Judge's Signature:

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 #8P-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 ADMISTRAISTION: 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 MALINDIS	528210004898501	OTHER	CANINE HAS BEEN RETIRED: CC APPROVED 03/14/2023

	County Auditor's Form 3351 Arris County, Texas (REV. 09/06) DELETION/INDEMNIFICATION REQUEST FORM								
WEST TO SERVICE	NOW LYOUR	TO BE COMPLE	TED BY DEPARTM		TO SERVICE STREET	THE CONTRACTOR OF THE PARTY OF			
SECTION 1 DEPA	RTMENT I	YFORMATION							
Steve Duble		Department /Division 312 - Harris Coun		Pears 1-7	4/17/				
	TION OF P	ROPERTY FROM INVENTORY REC	i i i i i i i i i i i i i i i i i i i	reace 1-2	4/1//	2023			
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 A	ttached								
INV. CONTROL #		DESCRIPTION	COST	CUR. BOOK VALUE	YEARS IN SERVICE	PURCHASE DATE			
	see atta	1							
					1				
Cause for Loss Addi	L	4-14-4							
The circumstances									
a a			disease Sate to						
II .		JCTION due to accident/natural			occurred:				
		disaster reported to Risk Manage							
☐ THEFT, Officer, t	ano the ba he report	te of the theft report (include c number assigned by the Officer,	opy of report) : and the law enfo	given to the Sheriff, Co proement agency are:	nstable, or other	Peace			
				-					
Theft	Report Date	Theft Report Number	, and	Law Enforceme	nt Agency				
		mated date of loss is:							
☐ WASTE,	the prope	rty is no longer functional in any	manner and is o						
		see attached report	The life and 15 t	יייופונפו פט אמפוב.					
Deletion Requested By	(Specify):								
0.65-1-11- 61	1	V MD			4-18-	7.3			
Official's Signature:	UNITERCATI		W						
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.									
	quest Co	mmlssioners Court to indem							
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		r functional in any manner, was	determined not	to be surplus, and is th	ierefore consider	ed waste.			
		tional Sheets Attached)							
Additional Controls Implemented to Prevent Future Losses (If applicable) (Additional Sheets Attached)									
Action Taken to Recover Property (Additional Sheets Attached)									
	0	1.01			11	0.0			
Official's Signature:	10	72		Date:	4-18-	23			
		TO BE COMPLETED	BY PURCHASING	AGENT	District Control				
Reviewed by Purchasing A	gent				isposal Method for				
Signature:		Date	• • • • • • • • • • • • • • • • • • • •	Destroyed items	in Department's Po	125622100			
MANUFACTURE PARTY OF THE PARTY OF THE	NAME OF STREET	TO BE COMPLETED BY		S COURT					
PROPERTY DELETION: INDEMNIFICATION:		APPROVED NOT APPRO	VED by Comn	nissioners Court nissioners Court					
County Judge's Signatu	ıre:		500070	Date:					
	Contract of the last								

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

Harris County, Texas (REV. 09/06) DELETION/INDEMNIFICATION REQUEST FORM											
		TO BE COMPLET	TED BY DEPARTME	ENT							
	RTMENT INFORMATI										
Official's Name Teneshia Hudspeth		Department /Division (515 Harris County			Current 4/13/2						
SECTION 2 DELE	TION OF PROPERTY	FROM INVENTORY RECO			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
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.											
M Additional Sheets At	tached										
INV. CONTROL #	INV. CONTROL # DESCRIPTION COST CUR. BOOK VALUE YEARS IN PURCHASE SERVICE DATE										
					127						
		-									
Cause for Loss Addit	ional Sheets Attach	ed .									
The circumstances r	esulting in this re	quest are:									
			disaster. Date th	e damage/destruction oc	curred:						
_		eported to Risk Manage									
				given to the Sheriff, Cons	table or other	Desce					
		ssigned by the Officer,			table, or other	reace					
			. and								
Theft	Report Date	Theft Report Number	. ,	Law Enforcement	Agency						
	nd the estimated da		_								
☐ WASTE,	the property is no i	onger functional in any	manner and is c	onsidered waste.							
/-/	(specify): see atta										
Deletion Requested By	M.	4									
Official's Signature: Mr. Mana Myllon Date: 4/13/23											
		CTION 3 PENNINED ON	LY SOR DELETION								
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.											
				ce claim/recovery for the							
u <u> </u>		nal in any manner, wa:	s determined not	to be surplus, and is the	refore consider	ed waste.					
Other (specifi						inn e					
Current Internal Control						Nation 1					
				on / Species At a cless							
	4 1 7 11 14 16 16 16 16 16 16 16 16 16 16 16 16 16	ional Sheets Attached)				(演奏:謝					
Official's Signature:	Millym	n Hyphin		Date:	4/13/	23					
		TO BE COMPLETED	BY PURCHASING								
Reviewed by Purchasing /	Agent			Recommended Dis Destroyed Items In							
Signature:		Date	2:	ocsaryen trems ii	, ocporanciica r						
		TO BE COMPLETED B		S COURT							
PROPERTY DELETION: INDEMNIFICATION:	☐ APPRO\			nissioners Court nissioners Court							

Date:

County Judge's Signature:

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 Auditor's Form 3351 Harris County, Texas (REV. 09/		TY PROPERT		-81/14 2	
	DELETION/INDEMN		<u>-</u>		
SECTION 1 DEPARTME	TO BE COMPLET INT INFORMATION	TED BY DEPARTM	ENT		
Official's Name	Department / Division I			Current E	
Henry Gonzales SECTION 2 DELETION (840- HC Juvenile F OF PROPERTY FROM INVENTORY RECO		<u> </u>	4/13/20	023
	respectfully request, as applicable		to romove the helow	Cohod acanamic	· f-a- thin
County Inventory listing, ar remove the property from the	ing or that the Harris County Purch nd for capitalized items, that the Han he department's general ledger fixed	nasing Agent be Tis County Audito	authorized to remove th	he occupanty from	the Harric
☑ Additional Sheets Attache	:d				
INV. CONTROL #	DESCRIPTION	COST	CUR. BOOK VALUE	YEARS IN SERVICE	PURCHASE DATE
			 	+	
Cause for Loss Additional	Sheets Attached		<u> </u>		
The circumstances result					
	STRUCTION due to accident/natural	disaster. Date ti	ne damage/destruction oc	curred.	
	ent/disaster reported to Risk Manage			.comea	
THEFT, and the Officer, the representation	ne date of the theft report (include coport number assigned by the Officer,	opy of report) of and the law enfo	given to the Sheriff, Cons procement agency are:		
Theft Report	Date Theft Report Number	, and	1 Enforcement		
	e estimated date of loss is:				
			rongidoend wagte		
	roperty is no longer functional in any	manner and is c	onsidered waste.		
Deletion Requested By	ify): see attached	_/_	<u>E</u>		
· //	malal - La laton			11 10 20	200
Official's Signature:	Sough Halaceae	7		4- <i>18-20</i>	
Local Government Code §15 elected or appointed county incurred by the officer in the	CATTON SECTION 3 REQUIRED ONL 57.963 authorizes the commissioners officer against personal liability for the experiormance of official duties if the little commissioners Court to indems	s court of a coun the loss of count loss was not the	nty by order to provide for ty funds, or loss of or da result of the officer's negl	or the indemnific mage to persona ligence or crimina	ation of an i property, al action.
OR lost, damaged, or stolen	n property.				DOVE HALL
	Commissioners Court to indemnif		s of the above listed prop	erty because:	
☐ Harris County has o	or will receive \$ as a rest	ith the loss.	co claim/racovany for the	less of the prope	
The property is no li	onger functional in any manner, was	determined not	to be surplus, and is ther	refore considered	waste.
Current Internal Controls	Additional Sheets Attached)	A SERVE		ا اوران المراد المر المراد المراد المرا	
Additional Controls Implemen	nted to Prevent Future Losses (If appl)	icable) (🗖 Additi	onal Sheets Attached)	STATE OF STATE	
	erty (Additional Sheets Attached)			**************************************	6 - 155 1 12
	1 110-41		10 May 10	ALCOHOLOGY DATE	159
Official's Signature:	relax Halslead		Date: 4	1-18-20:	23
	TO BE COMPLETED B	Y PURCHASING			
Reviewed by Purchasing Agent	0		Recommended Disp Destroyed Items in	posal Method for Da	maged/
Signature:	Date:		best often territor	Departments ross	E2210(1)
	TO BE COMPLETED BY		5 COURT		
PROPERTY DELETION: INDEMNIFICATION:	APPROVED NOT APPROV		nissioners Court nissioners Court		7
County Judge's Signature:			Date:		

Dept: 840 HC JUVENILE PROBATION

ASSET ID	DESCRIPTION	MAKE	MODEL	5/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	SC50MN20U50001	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