



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

January 7, 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: H/C Toll Road Authority (Org. 050)
Harris County Constable Pct. 1 (Org. 301)
Harris County Constable Pct. 5 (Org. 305)
Harris County Sheriff's Office (Org. 540)

Sincerely,

DeWight Dopslauf

DeWight Dopslauf
Purchasing Agent

JG
Attachments

FOR INCLUSION ON COMMISSIONERS COURT AGENDA FEBRUARY 27, 2024



COUNTY PROPERTY DELETION/INDEMNIFICATION REQUEST FORM

TO BE COMPLETED BY DEPARTMENT

SECTION 1 DEPARTMENT INFORMATION

Official's Name Roberto Trevino	Department /Division Name 050 - H/C Toll Road Authority	Current Date 1/29/2024
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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:

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): DocuSigned by:

Deletion Requested By _____
 Official's Signature:  Date: 1/29/2024

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): See attached report

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**)

DocuSigned by: 
 Official's Signature: _____ Date: 1/29/2024

TO BE COMPLETED BY PURCHASING AGENT

Reviewed by Purchasing Agent Signature: _____ Date: _____	Recommended Disposal Method for Damaged/ Destroyed Items in Department's Possession
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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: 050 H/C TOLL ROAD AUTHORITY

ASSET ID	DESCRIPTION	MAKE	MODEL	S/N	RETIREMENT TYPE	JUSTIFICATION COMMENTS
300000001063	STORAGE ARRAY HUS	HITACHI	DF 850	93042082	MISSING ASSET	FAILED TO IDENTIFY ASSET WHICH WAS GROUPED WITH OTHER EQUIPMENT SENT TO PURCHASING SERVICES; 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 01/18/2024
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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: _____ Date: 1/22/24

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**
- 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: 1/22/24

TO BE COMPLETED BY PURCHASING AGENT

Reviewed by Purchasing Agent Signature: _____ Date: _____	Recommended Disposal Method for Damaged/ Destroyed Items in Department's Possession
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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
300000070625	2020 CHEVY POLICE TAHOE SUV	CHEVY	TAHOE	1GNLCDEC1LR16 1303	DONATED TO EXTERNAL GROUP	RETURNED TO THE DONOR IN EXCHANGE FOR 2023 CHEVROLET POLICE TAHOE; APPROVED BY CC 12/5/2023

**COUNTY PROPERTY
DELETION/INDEMNIFICATION REQUEST FORM**

TO BE COMPLETED BY DEPARTMENT

SECTION 1 DEPARTMENT INFORMATION

Official's Name: Ted Heap
Department /Division Name: 305 - Constable Precinct 5
Current Date: 1/22/2024

SECTION 2 DELETION OF PROPERTY FROM INVENTORY RECORDS

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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: [Signature] Date: 2-06-24

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

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 - 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: _____

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: 305 HARRIS COUNTY CONSTABLE PCT. 5

ASSET ID	DESCRIPTION	MAKE	MODEL	S/N	RETIREMENT TYPE	JUSTIFICATION COMMENTS
300000066039	XLT5000 MOBILE 10-35 WATT	N/A	N/A	500CKF1193	EXPENSED	NON-INVENTORY- NON-CAP, UNDER \$5K, UNABLE TO LOCATE

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 1/11/2024
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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: Kandy Buntyn Date: 1/11/2024

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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 - 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: Kandy Buntyn Date: 1/11/2024

TO BE COMPLETED BY PURCHASING AGENT

Reviewed by Purchasing Agent Signature: _____ Date: _____	Recommended Disposal Method for Damaged/ Destroyed Items in Department's Possession
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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: 540 HARRIS COUNTY SHERIFF'S OFFICE

ASSET ID	DESCRIPTION	MAKE	MODEL	S/N	RETIREMENT TYP	JUSTIFICATION COMMENTS
300000067499	KITS, SCENT KP SSE480MIL WARF	POLYMATH INTERSCIENCE.L LC	SCENTLOGIC-K9	N/A	SCRAPPED ASSETS	THE LISTED ITEM HAS EXCEEDED ITS SERVICE LIFE AND IS NO LONGER VIABLE FOR USE AS A TRAINING AID. THIS ITEM WILL BE INCINERATED AS RECOMMENDED BY THE MANUFACTURER.