



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

April 14, 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. 4 (Org. 104)

Sincerely,

A handwritten signature in blue ink, appearing to read "DeWight Dopslauf".

DeWight Dopslauf
Purchasing Agent

JG
Attachments

Handwritten initials "JG" in blue ink.

FOR INCLUSION ON COMMISSIONERS COURT AGENDA APRIL 27, 2021

1001 Preston, Suite 670, Houston, TX 77002 Tel 713-274-4400 Fax 713-755-6695

**COUNTY PROPERTY
DELETION/INDEMNIFICATION REQUEST FORM**

TO BE COMPLETED BY DEPARTMENT

SECTION 1 DEPARTMENT INFORMATION

Official's Name: R. Jack Cagle Department/Division Name: 104 - HC Commissioner Pct. 4 Current Date: 4/13/2021

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:
_____, 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: Ralph Baralhelow

Date: 4-13-21

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: _____

TO BE COMPLETED BY PURCHASING AGENT

Reviewed by Purchasing Agent

Signature: [Signature]

Date: 4-15-21

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: 104 HC COMMISSIONER PCT. 4**

ASSET ID	DESCRIPTION	MAKE/MODEL	S/N	RETIREMENT TYPE	JUSTIFICATION COMMENTS
300000033809	TS&II 2007 PKG III VAR - CWIP	N/A	N/A	NON-INVENTORY	NON-CAP, UNDER \$5K
300000037505	ALUMINUM ROPS MOUNTED CANOPIES	N/A	N/A	NON-INVENTORY	NON-CAP, UNDER \$5K
300000037506	ALUMINUM ROPS MOUNTED CANOPIES	N/A	N/A	NON-INVENTORY	NON-CAP, UNDER \$5K
300000037507	ALUMINUM ROPS MOUNTED CANOPIES	N/A	N/A	NON-INVENTORY	NON-CAP, UNDER \$5K
300000037508	ALUMINUM ROPS MOUNTED CANOPIES	N/A	N/A	NON-INVENTORY	NON-CAP, UNDER \$5K
300000037509	DECK RING OPTIONAL UPGRADE	N/A	N/A	NON-INVENTORY	NON-CAP, UNDER \$5K
300000037512	DECK RING OPTIONAL UPGRADE	N/A	N/A	NON-INVENTORY	NON-CAP, UNDER \$5K
300000037514	CV DRIVE LINES	N/A	N/A	NON-INVENTORY	NON-CAP, UNDER \$5K
300000037515	CV DRIVE LINES	N/A	N/A	NON-INVENTORY	NON-CAP, UNDER \$5K
300000037516	DECK RING OPTIONAL UPGRADE	N/A	N/A	NON-INVENTORY	NON-CAP, UNDER \$5K
300000037517	CV DRIVE LINES	N/A	N/A	NON-INVENTORY	NON-CAP, UNDER \$5K