

MEMORANDUM

To: Edmundo Garcia, Assistant Program Director

From: Oscar Palacios, Field Operations Director

Subj.: Surplus materials/equipment/vehicles

Date: September 27, 2012

CC: Teresa Flores, Executive Director
Elma Keller, Finance Director
Files



As per our previous conversation, the attachment is a listing of supplies, vehicles and equipment that, in my best judgment, have determined to be obsolete, no longer functional and/or beyond repair. Some of the playground equipment listed is no longer acceptable by State Licensing Department because it is rusted, cracked and also beyond repair.

I am requesting that you present this list to our Policy Council and Commissioners Court for their consideration and approval to declare the attached listing surplus. Once the request is approved concurrently, the property will be under the custodianship of the County and subsequently auctioned November 7, 2012.

Please advise me on your decision so that I may proceed in disposing of the inventory.

Thank you

Attachments

Auction Inventory 2012			
Item Description	Inventory Number	Serial Number	Quantity
A/C Window Unit	N/A	1006846570	1
Water Fountain	N/A	N/A	1
Bus Tires	N/A	N/A	11
Van Tires	N/A	N/A	3
3 Compartment Sink	1-6248	N/A	1
Scale Up Right	4101	N/A	1
Towel Dispenser	N/A	N/A	4
A/C Compressor	N/A	WBGP053172	1
A/C Compressor	N/A	9602042476	1
Water Cooler	2800	N/A	1
A/C Window Unit	N/A	4021308232	1
A/C Compressor	N/A	5432M049606114	1
A/C Compressor	N/A	301487178	1
A/C Compressor	N/A	301487177	1
A/C Window Unit	N/A	2596B63723	1
Breaker Box	N/A	N/A	1
Coil Unit	N/A	N/A	1
Old Pressure Washer	N/A	9608611	1
Edge Trimmer	N/A	ATK3400662	1
Blower Unit Echo	N/A	9124792	1
A/C Window Unit	N/A	LEBR09610	1
Upright scale	14969	N/A	1
Chair	N/A	N/A	4
Chair	18206	N/A	1
Chair	9525	N/A	1
Chair	13124	N/A	1
Chair	N/A	M9KYR4	1
Chair	N/A	CA27270	2
Chair	17729	N/A	1
Chair	N/A	N/A	1
Chair	N/A	V6CPY	1
Multi seal laminator	N/A	6494	1
Laser fax	16447	N/A	1

Brother fax	N/A	456348K8K214919	1
Electric range	16316	N/A	1
Wheelwriter	N/A	6CH183014602	1
Canon Copier	N/A	NVG07640	1
CopierADF	N/A	15060701	1
Sharp copier	N/A	26508332	1
Mita DC 2360 Copier	N/A	Q137-0170038H	1
Paper Shredder	N/A	94344707	1
Shredder	N/A	E09100706696	1
Shredder	N/A	1008789	1
IBM Typewriter	N/A	143060011RR03	1
Desk	83212	N/A	1
Desk	N/A	N/A	3
Canon Copier	2864	NUN07074	1
IBM Printer Brother	11526	N/A	1
IBM Printer Brother	14668	N/A	1
Soap dispenser	N/A	N/A	225
Cots	N/A	N/A	54
Kids basketball court	N/A	N/A	2
Office chairs	9525	N/A	1
Office chairs	13124	N/A	1
Office chairs	N/A	N/A	12
52in wheel Television	10483	N/A	1
Kids love sofa	N/A	N/A	4
Regular Kids sofa	N/A	N/A	9
Kids blue chairs	N/A	N/A	14
Weight scale	14969	N/A	1
Weight scale	N/A	N/A	1
19in combo television	277	N/A	1
Copier	8833	N/A	1
Copier	16573	N/A	1
Fax machines	N/A	N/A	4
Office desk	N/A	N/A	1
Office desk	2926	N/A	1
Office desk	14165	N/A	1
Office desk	18200	N/A	1

Office desk	8314	N/A	1
CD/Cassette radio	N/A	N/A	5
Ear phones	N/A	N/A	9
Giant Zio sheet stapler	N/A	N/A	2
Book stands	N/A	N/A	1
Paper Shredder	N/A	N/A	3
Paper Shredder	16991	N/A	1
Chair carrier	N/A	N/A	1
Handi cap walker	N/A	N/A	1
Regular tables	N/A	N/A	6
Sensory stimulation kid	N/A	N/A	1
3-4 door cabinets	13348	N/A	1
3-4 door cabinets	9520	N/A	1
2 door cabinets	9095	N/A	1
2 door cabinets	N/A	N/A	2
2 door storage cabinets	N/A	N/A	1
Laminating machine	12535	N/A	1
Small air compressor	N/A	N/A	1
Type writer	14668	N/A	1
Type writer	8331	N/A	1
Book shelf	13477	N/A	1
Kids phone booth	N/A	N/A	1
4 door cabinet	N/A	N/A	1
Large office desk	N/A	N/A	4
Kids Higet chair	6796	N/A	1
2 door cabinets	8154	N/A	1
Fax copier	2664	N/A	1
Desk sharpener	3347	N/A	1
Film projector	N/A	N/A	1
3 hole puncher	12171	N/A	1
White trash can	N/A	N/A	1
Table with wheels 4ft	1118	N/A	1
Kitchen vent hood	N/A	N/A	4
Boxes of kitchen plates	N/A	N/A	6
Large kitchen stove	N/A	N/A	1
cups, glasses, pitchers	N/A	N/A	11

Food thermostat	N/A	N/A	1
Can opener 203	N/A	66103	1
Plates	N/A	N/A	215
Dessert bowls	N/A	N/A	312
Knives	N/A	N/A	94
Mustard cans	N/A	N/A	10
Cereal bowls	N/A	N/A	84
4oz glasses	N/A	N/A	502
6in plates	N/A	N/A	122
Toad Boxes	N/A	N/A	4
Dish trays	N/A	N/A	2
Lunch plates	N/A	N/A	43
32oz Pitchers	N/A	N/A	14
Can openers	N/A	N/A	4
Large spoons	N/A	N/A	4
Spachelas	N/A	N/A	2
Forks	N/A	N/A	36
Silver ware holders	N/A	N/A	10
Mixers	N/A	N/A	3
Kits for the blind	N/A	N/A	10
Potty chairs	N/A	N/A	5
Multicolor floor mats	N/A	N/A	4
Changing table mat	N/A	N/A	1
Swing set	N/A	N/A	2
Walkers	N/A	N/A	2
Sponge shape set	N/A	N/A	1
Plastic Balls	N/A	N/A	2
Infant swing	N/A	N/A	1
Car seats	N/A	N/A	4
Sensor Cylinder	N/A	N/A	1
Clear tab dividers box	N/A	N/A	1
Old blue binders	N/A	N/A	8
Comb Binding machine	N/A	N/A	1
Bean bag toss	N/A	N/A	2
Dash catty	N/A	N/A	1
Wheel Chair tray	N/A	N/A	1

Blue stoller	N/A	N/A	1
High chair	N/A	N/A	2
Supine board	N/A	N/A	1
Green swings	N/A	N/A	2
Swing set	N/A	N/A	4
Bulletin board	N/A	N/A	1
Style T Eureka 6155A 3pk	N/A	N/A	19
Dirt Devil D type	N/A	N/A	6
Apa 703768	N/A	N/A	106
Eureka SL	N/A	N/A	42
Nilfisk advance	N/A	N/A	98
Hoover type A	N/A	N/A	24
2 Drawer cabinet	16829	N/A	1
4 Drawer cabinet	2459	N/A	1
Cubby shoes	2431	N/A	1
Book shelves cabinet	7714	N/A	1
Children's sofa	N/A	N/A	5
Teacher's desk	9122	N/A	1
Dissability walker	N/A	N/A	1
Office chair	N/A	N/A	4
Beige metal cubby	7547	N/A	1
Office desk	13227	N/A	1
Children's chair	N/A	N/A	6
Vacuum cleaner Reliavac	16975	N/A	1
Bulletin board	N/A	N/A	1
Easel chalkboard	N/A	N/A	1
Shredder	N/A	N/A	1
Classroom carpets	N/A	N/A	2
Medicine cabinet	5213	N/A	1
Book shelves	N/A	N/A	4
Panasonic radio	N/A	N/A	4
Record player	N/A	N/A	5
Square rod table	2792	N/A	1
Kitchen thermos	N/A	N/A	2
Small plates	N/A	N/A	79
Small glasses	N/A	N/A	502

Large spoons	N/A	N/A	21
Salad scoops	N/A	N/A	7
Plastic pitcher	N/A	N/A	6
True freezer	7756	N/A	1
Cereal bowls	N/A	N/A	36
VCR 4 head	N/A	EWV601a	1
Wall water cooler	N/A	20523356	1
A/C Window Unit	N/A	1096B46570	1
A/C Window Unit	N/A	9602042476	1
Wagner paint sprayer	N/A	N/A	1
A/C Compressor	N/A	5432M049606114	1
A/C Compressor	N/A	301487178	1
A/C Compressor	N/A	301487177	1
3 Compartment sink	16248	N/A	1
Bus Tires	N/A	N/A	23
Large water heater	N/A	RH0507231036	1
Electric range	6462	N/A	1
Two door cabinet	1879	N/A	1
Lawn Mower	N/A	012908M000291	1
Lawn Mower	18111	N/A	1
Pressure washer	N/A	N/A	1
Bush trimer	N/A	N/A	1
Whirlamatic Buffer	N/A	UHS20	1
A/C Compressor	N/A	2101E11090	1
A/C Compressor	N/A	2101E11087	1
A/C Compressor	N/A	1301A56978	1
A/C Compressor	N/A	7002F290504527	1
A/C Compressor	N/A	TM360102771	1
A/C Compressor	N/A	TM360102769	1
3 Compartment sink	16103	N/A	1
Eagle power vacuum	27133	N/A	1
Water Cooler	N/A	1952717053	1
Floor finish	N/A	C46000000958	1
A/C Window Unit	N/A	0402B08232	1
Breaker Box	N/A	N/A	1
Broken up right scale	4101	N/A	1

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM
CONTINUATION PAGE


DEPARTMENT NAME	DEPT. NO.	LOCATION
TRANSFER TO: <u>SURPLUS</u>	<u>1601</u>	Page <u>1</u> of <u>1</u>
TRANSFER FROM: <u>HIDALGO COUNTY HEAD START</u>		
CONTACT INFORMATION:		
NAME <u>OSCAR PALACIOS</u>	PH: <u>383-0706</u>	E-MAIL: <u>oscarpalacios.@hchsp.org</u>
	FAX NO. <u>380-4180</u>	

	DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION	FIXED ASSET DIVISION USE ONLY			
					FUND NO.	COST	P/U	LOC
11	1992 GMC PICK UP (UT 31)	00001028	1GTDC14H6NZ521743	B				
12	1994 GMC PICK UP (UT 35)	00001035	1GTDC14H7RE536989	B				
13	1995 GMC CARGO VAN (UT 44)	00001032	1GTEG25H1SF520736	B				
14								
15								
16								
17								
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22								
23								
24								
25								

JUSTIFICATION FOR TRANSFER: BEYOND REPAIR

Note: Condition of items: (G) = Good working condition, (F) = Fair condition, and (B) = Broken

PLEASE USE BLUE INK TO SIGN

Contact Person	<u>Oscar Palacios</u> PRINT NAME	 SIGNATURE	<u>9-25-12</u> DATE
Person receiving Item(s)	_____ PRINT NAME	_____ SIGNATURE	_____ DATE

FIXED ASSET DIVISION USE ONLY
FROM _____ TO _____

TO BE INITIALED BY CONTACT PERSON WHEN ITEMS ARE REMOVED FROM PREMISES.

DEPT NO. _____	DEPT. NO. _____
AMOUNT: _____	AMOUNT _____

Initial _____ Date _____

PLEASE SUBMIT ORIGINAL ONLY TO PURCHASING DEPARTMENT ATTN: FIXED ASSET DIVISION
HIDALGO COUNTY ADMINISTRATION BUILDING - 2812 S. BUSINESS 281, EDINBURG, TX 78 EFFECTIVE DATE: 02/02/09