

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: November 20, 2012

SUBJECT: Discussion/Approval to Declare Obsolete the Attached List of Items and Transfer Items to the County's Surplus Department for Proper Disposition

RATIONALE/NEED: The items listed on the attached surplus materials/equipment list are not in operating condition, they are old and beyond any possible repair.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Memorandum and List of Surplus Materials and Equipment

INITIATED BY: Oscar Palacios, Field Operations Director

REVIEWED BY: Edmundo Garcia, Assistant Program Director

EXECUTIVE DIRECTOR'S APPROVAL: Jerome Flores



Hidalgo County Head Start Program Memorandum

Date: November 13, 2013

To: Edmundo Garcia, Assistant Program Director *E Garcia*

From: Oscar Palacios, Field Operation Director *O Palacios*

Subject: Surplus for Auction

C. C. Teresa Flores, Executive Director *T Flores*
Elma Keller, Chief Financial Officer

After review and evaluation of our inventory of vehicles, supplies and equipment, I am attaching for the consideration an approval of the Policy Council, a comprehensive list of items that have been determined to obsolete.

These items have been categorized as surplus, due to their state of disrepair, age and/or unacceptability under State Licensing regulations.

After authorization by the Policy Council, I will transfer these items to the county to be placed on the next scheduled auction, December 11, 2013.

Attachments:

Inventory Auction list

Asset Transfer form (for vehicles)

Dec. 2013 Auction List

Description	Inventory Tag #	Serial/Model #	Qty
ELECTRONICS			
Sony CD-Radio Player		CFD5350	8
Coby CD-Radio Player		CD250	8
Califone CD-Radio Player		1776	5
Califone Record Player		1010AV	15
Califone Tape Recorder	11065	DG280390	1
Memorex CD-Radio Player		MP3142	2
Naxa CD-Radio Player		NX212	6
Panasonic CD-Radio Player		WJ6JF001227R	1
Panasonic Tape Recorder		RQ2102	1
MP3 Player		RX D29	5
Emerson CD-Radio Player		PD6537PL	2
Audiovox CD-Radio Player		CDP 1386	1
Audio recorder w/6 headphones		3132AV	1
Audio Communicator	11111	C681	1
Dukane Overhead Projector	1586	622	1
Sanyo VCR		VWM90024447392	1
Orion VCR		VR213	1
Avis VCR		926681014	1
Avis VCR		B15NLOZV	1
Canon Calculator		P-170-DH	1
Canon Calculator	2712	MP24D	1
Pitney Bowles Postage Meter		N600	1
Laminator		02-02-0090	1
Laminator		SHO3980G	1
Laminator		BA-EZ2711-S-AFT26048	1
Television set - Sharp 19#		336388 PF	1
Television set - Orion		05320123661-A	1
Paper shredder	16988	SPL 1506X	1
Canon Fax		H12425	1
Translucent Vision/Eye Chart	10741	C30259	1

APPLIANCES			
Refrigerator			4
GE Compact Refrigerator	2751	VR104724	1
3-Compartment Sink			1
Upright Scale	15833	Seca	1
Vacuum Cleaner	19209	Hoover	1
Vacuum Cleaner	4111	Electrolux	1
Soap Dispensers			180
Mop bucket with wringer			6
Wall Mount Water Fountain		WM8A-1016396448L6	1
40 Gal.Ruud Electric Water Heater		RU-1105224888	1
FURNITURE			
Executive Chair			8
Exec. Desk w/Wooden Drawer			2
Secretary Chair		KC-Q606496	1
Small Executive metal desk			1
Small round table			4
Small Rectangular Table		6CH-183/01-3586	1
30"x60"x26" Trapezoidal Table			4
36"x36" Small round Table		HEW-6CH-124-0509	1
24"x30" Table			2
24"x36" Table			1
24"x48" Table			2
30"x48" Table		6CH-183/01-3010	2
30"x60" Table			1
24"x36" Table Top			1
24"x48" Table Top			2
30"x48" Table Top			6
60"x30" Table Top			1
Computer Table w/wheels	8754		2
Food Carts	16203	6CH-183/01-2156	2
Record Player Storage Unit			1
Book Rack			1
Adult Chairs			21
Childrens Chairs			34
Childrens Cots			26
Easels			8
2-Drawer Filing Cabinet			1
2-Door Storage Metal Cabinets			13
2-shelf Metal Cabinet	9480		1
4-Drawer Metal Filing Cabinet	3883		1
30"x5' Shelves			22
Locker Units			23

CHILDRENS FURNITURE			
Wooden Work Bench			3
Wooden Telephone Booths			4
Wooden Stove/Sink Kitchen Units			4
Wooden Kitchen Sink			1
Wooden Kitchen Stove	14442		1
Wooden Kitchen Reprigerators			9
Wooden Kitchen Hutch			1
Wooden Doll High Chairs			9
Wooden Rocking Chairs			7
Wooden Doll Beds			5
Wooden Ironing Boards			6
TOYS			
Metal Tricycle	6174		1
Handicap See Saw			1
Tube Crawler			1
Saddle Mate			1
Large Plastic Little Tikes Funhouse			1
AUTOMOTIVE			
1995 BUS #2 - MILEAGE 187788	2822	INTERNATIONAL	1
1997 TRUCK #55 - MILEAGE 254845	1041	GMC	1
Bus Tires			13
Van Tires			7
LAWN EQUIPMENT			
Toro Push Lawn Mower		021038200651	1
Push Yard Machine		043033551972	1

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM
CONTINUATION PAGE


DEPARTMENT NAME	DEPT. NO.	LOCATION
TRANSFER TO: SURPLUS	1601	Page <u>1</u> of <u>1</u>
TRANSFER FROM: HIDALGO COUNTY HEAD START	_____	_____
CONTACT INFORMATION:		
NAME <u>OSCAR PALACIOS</u>	PH: <u>383-0706</u>	E-MAIL: <u>oscar.palacios@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	1995 INTERNATIONAL	2822	1HVBBABM5SH699651	B				
12	(BUS 2)							
13	1997 GMC PICKUP TRUCK	1041	1GTEC14R8VZ503547	B				
14	(UNIT 55)							
15								
16								
17								
18								
19								
20								
21								
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>		<u>11-5-13</u>
	PRINT NAME	SIGNATURE	DATE
Person receiving Item(s)	_____	_____	_____
	PRINT NAME	SIGNATURE	DATE

FIXED ASSET DIVISION USE ONLY		TO BE INITIALED BY CONTACT PERSON WHEN ITEMS ARE REMOVED FROM PREMISES.	
FROM	TO	Initial	Date
DEPT NO. _____	DEPT. NO. _____	_____	_____
AMOUNT: _____	AMOUNT _____		

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