

Zimbra

gabriel.navarro@co.hidalgo.tx.us

RE: FIXED ASSETS

From : Marcia Roberts <Marcia.Roberts@tdcj.texas.gov>
Subject : RE: FIXED ASSETS
To : Diana Solis <diana.solis@hidalgocountycscd.org>

Mon, Sep 29, 2014 02:26 PM

 1 attachment

Good afternoon, Diana. If the CSCD has made every reasonable attempt to locate the property, then the CSCD director should include with the inventory listing / property files a signed statement as to the facts of the missing items, thereby removing the items from the current inventory.

Marcia Roberts
Director of Internal Operations
TDCJ-CJAD
512-463-8266
Marcia.Roberts@tdcj.texas.gov

From: Diana Solis [mailto:diana.solis@hidalgocountycscd.org]
Sent: Monday, September 29, 2014 2:05 PM
To: Marcia Roberts
Subject: FIXED ASSETS

Hi Marcia; I was reviewing the financial manual on the area of "Disposal of Surplus Property". There is no mention as to what process to take when an item is missing or stolen. The department has several items that cannot be located. I am assuming this occurred when the Restitution Center was closed.

Diana G. Solis
Hidalgo County CSCD
Budget Director
P O Box 970
Edinburg, TX 78540
(956) 587-6008
Shortel ext 4413





image001.png
7 KB
