

STATE OF TEXAS §

COUNTY OF TRAVIS §

INTERLOCAL AGREEMENT

for Provision of Equipment and Consumables

THIS CONTRACT is made by and between the State of Texas, acting by and through the Texas Department of Motor Vehicles, hereinafter called the “department” or “TxDMV,” and the County of _____, Texas, acting by and through its duly authorized officials, hereinafter called the “county.”

WITNESSETH

WHEREAS, the department is statutorily responsible for administering motor vehicle titles and registrations pursuant to Texas Transportation Code Chapters 501, 502, 504 and 520; and

WHEREAS, the county tax assessor-collector acts as agent for the department in the administration of motor vehicle titles and registration; and

WHEREAS, Texas Transportation Code §501.023 provides that to obtain a vehicle title an owner must apply to the county tax assessor-collector; and

WHEREAS, Texas Transportation Code §502.040 provides that an application for vehicle registration is made through the county tax assessor-collector; and

WHEREAS, the department maintains an automated system for the uniform administering of motor vehicle titles and registration, hereinafter identified as the automated registration and title system (RTS); and

WHEREAS, equipment is necessary for the processing of motor vehicle titles and registration; and

WHEREAS, the department and the county desire that equipment procured by the department, hereinafter identified as the “equipment,” be installed and operated at location(s) under the jurisdiction of the county; and

WHEREAS, associated policies and procedures for the county use of the equipment are found in the department’s County Equipment Guide and in Title 43, Texas Administrative Code (TAC), Sections 217.71-.74; and

WHEREAS, the department will furnish the equipment to the county provided the county agrees to adhere and comply with the County Equipment Guide and the requirements established in this agreement; and

WHEREAS, the department provides the county with certain consumable materials that are integral to the administration of motor vehicle titles and registrations, including disabled placards, cardboard tags, forms, license plates, registration sticker paper, toner cartridges, registration receipt paper, department ad campaign supplies, and other materials (hereinafter referred to as “consumables”); and

WHEREAS, the department and the county are authorized to enter into interlocal contracts or agreements under the authority of Texas Government Code, Chapter 791; and

WHEREAS, on the ____ day of _____, 20____, the _____ County Commissioners Court Order or Resolution No. _____, attached and identified as “Attachment C,” authorizing the county’s execution of this agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties do hereby agree as follows:

I. CONTRACTING PARTIES:

The Texas Department of Motor Vehicles (TxDMV or department)
Hidalgo (County)

II. PURPOSE: Provision of Equipment and Consumables to counties to administer motor vehicle title and registration transactions.

III. STATEMENT OF SERVICES TO BE PERFORMED: TxDMV and the county will perform statutorily required functions related to administering titles and registrations of motor vehicles as described in **Attachment A**, Scope of Services.

IV. CONTRACT PAYMENT: Each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.

V. TERM OF CONTRACT: This contract begins when fully executed by both parties and terminates six years from the date this contract is executed by the state, or when otherwise terminated as provided in **Attachment B**, Article 4 of this Agreement.

VI. CONTINUING CONTRACT OBLIGATIONS: The obligations and requirements of this contract are not affected by a change in personnel at the county or at the department, including a change in elected or appointed officials.

VII. LEGAL AUTHORITY: The parties certify that the services provided under this contract are services that are properly within the legal authority of the Contracting Parties.

The County Commissioners Court, by resolution or ordinance dated _____, has authorized the county to obtain and provide the services described in **Attachment A**.

This contract incorporates the provisions of **Attachment A**, Scope of Services, **Attachment B**, General Terms and Conditions, **Attachment C**, Resolution or Ordinance, **Attachment D**, RTS Workstation Lease Agreement, **Attachment E**, Designation of Equipment Custodian, **Attachment F**, County Equipment List.

FOR THE COUNTY

Hidalgo (Name of County)

By

Date

Typed or Printed Title and Name

County Judge Richard F. Cortez

FOR THE STATE OF TEXAS

Executed for the Executive Director and approved by the Texas Department of Motor Vehicles Board for the purpose and effect of activating and/or carrying out the orders, established policies, or work programs approved and authorized by the Texas Department of Motor Vehicles Board.

By

Date

Jeremiah Kuntz
Director, Vehicle Titles and Registration Division
Texas Department of Motor Vehicles

ATTACHMENT A

Scope of Services

The department will continue to provide equipment, consumables, and support to the county to facilitate the county in administering motor vehicle title and registration transactions, under the following conditions:

The department shall:

1. Provide workstations and equipment in accordance with guidelines set forth in the County Equipment Guide. On an annual basis, the department will provide the county a list of the equipment then assigned to the county. Attachment F, County Equipment List, will be renewed as according to the County Equipment Guide, and will become part of this agreement. The department retains full and complete ownership of the equipment and nothing in this agreement shall grant to the county, its officers, employees, or contractors, ownership in the equipment;
2. Maintain all the hardware and software necessary to support the equipment at approved county tax assessor-collector office locations;
3. Provide the county with the opportunity to lease additional workstations at county expense. A copy of the lease agreement is incorporated into this agreement and is found in Attachment D. Leased workstations are the property of the department;
4. Determine the county's annual needs of VTR-500-RTS paper and toner cartridges, based on historical use, as described in the County Equipment Guide. VTR-500-RTS paper and toner cartridges in excess of the department's determination are available at county expense;
5. Provide basic web-based training for county staff on the processing of title and registration transactions. Additional instruction, training, webinars and user guides may be provided as system adjustments and enhancements are made; and
6. Provide online access to department registration and title manuals.

The county shall:

1. Designate a person employed by the county to serve as the primary equipment custodian, whose responsibility it is to track equipment received by the county pursuant to this agreement. The county will designate the primary equipment custodian in Attachment E of this agreement, and may designate secondary equipment custodians if needed for multiple sites. The primary equipment custodian, in addition to the county itself, is responsible for ensuring compliance with the County Equipment Guide, which is adopted by reference to this agreement. If the County Equipment Guide is updated by the department, the primary equipment custodian must ensure that appropriate county personnel are informed of the update. The primary equipment custodian is also responsible for preparing the county for periodic equipment refreshes. Should the primary or secondary custodians cease employment with the county, the county shall appoint new custodians and update Attachment E.
2. Report lost or stolen equipment to the department within 48 hours of discovery, as provided by the County Equipment Guide. A copy of any resulting police report shall be provided to the department within five business days;

3. Reimburse the department for the replacement cost of lost, stolen or damaged (not due to natural disaster) equipment. The department will invoice the county in accordance with the County Equipment Guide;
4. Not dispose of, transfer, resell, or designate as surplus any of the equipment or consumables provided through this agreement;
5. Process transactions in compliance with the Transportation Code and the department's title and registration manuals and related bulletins;
6. Turn in defective consumables for replacement to the department's local regional service center to which the county is assigned;
7. Ensure all county personnel (or those acting on its behalf) are adequately trained to administer motor vehicle title and registration transactions on behalf of the department;
8. Provide all personnel who use department workstations with training on confidentiality and fraud detection; and
9. Ensure access to department equipment and systems by terminated employees is removed within 48 hours of termination.

ATTACHMENT B
General Terms and Conditions

Article 1. Amendments

The Interlocal Agreement, Scope of Services, and General Terms and Conditions may be amended upon agreement by both parties, without the need to execute a new contract.

The department may update and make changes to the County Equipment Guide and appendices not listed above unilaterally.

Article 2. Conflicts Between Agreements

If the terms of this contract conflict with the terms of any other contract between the parties, the most recent contract shall prevail.

Article 3. Ownership of Equipment

All equipment provided by TxDMV under this contract is and will remain the property of the TxDMV.

Article 4. Suspension or Termination

This contract may be terminated by any of the following conditions:

- A. By mutual consent and agreement of the parties.
- B. By either party after thirty days written notice.
- C. By TxDMV, should it determine at any time that the County has failed to comply with any of the requirements in this agreement.

Should termination of this agreement occur, the County shall allow TxDMV to remove its equipment. TxDMV shall remove equipment within a reasonable amount of time.

In lieu of termination, should TxDMV determine at any time that the County has failed to comply with any of the requirements in this agreement, TxDMV may suspend access to the automated registration and title system at one or all County locations until such failure is corrected.

Article 5. Compliance with Laws

The parties shall comply with all federal, state, and local laws in any manner affecting the performance of this agreement.

Article 6. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

Article 7. Unauthorized Use of Equipment

The county is provided complete workstations to access RTS. Thus, absent written approval by TxDMV, no additional equipment, hardware, or software may be installed or attached to a workstation.

The equipment may not be moved, relocated, manipulated, disassembled, or reassembled without written approval by TxDMV. This includes attempts to repair the equipment. Absent written approval by TxDMV, workstations may only be used to access RTS.

Article 8. Confidentiality

The county understands that TxDMV collects and maintains confidential and sensitive information and that TxDMV permits access to this data by this agreement. The county is responsible, by law and through this agreement, for maintaining the confidentiality of that data. The county may only disclose confidential information in accordance with Transportation Code Chapter 730, Government Code Chapter 552, and this agreement. The county understands and agrees that the unauthorized release of confidential information may subject its officers, employees, and contractors to liability or prosecution, and may result in the termination of this contract.

The county understands and agrees that any access to RTS granted by the department, including any logins and passwords, are confidential and that said access will not be disclosed to unauthorized persons. Attempts to circumvent department security devices or protocols, by unauthorized software, hardware, or other means, is expressly prohibited and may result in liability or prosecution and termination of this contract.

ATTACHMENT C
Resolution or Ordinance

On the _____ day of _____, 20____, the _____ County
Commissioner’s Court passed Resolution No. _____, hereinafter identified by reference,
authorizing the County’s participation in this Agreement.

Please attach a copy of the Resolution or Ordinance to this Agreement.

ATTACHMENT D
RTS WORKSTATION LEASE AGREEMENT

STATE OF TEXAS

COUNTY OF _____

THIS AGREEMENT is made between the Texas Department of Motor Vehicles “TxDMV” or “department” and the “county” pursuant to Texas Transportation Code, Section 520.0093, for the purposes of providing the County of _____, Texas an option to lease additional Registration and Title System (“RTS”) workstations directly from the State. This agreement is incorporated into the Interlocal Agreement for Provision of Equipment and Consumables (“County Agreement”) and is subject to the provisions of the County Agreement and the County Equipment Guide, including but not limited to provisions relating to: equipment installation, RTS programming and hardware/software configuration, security, maintenance, equipment repair and replacement, equipment movement, unauthorized equipment use, building electrical requirements, accountability/inventory of equipment, training, and supplies.

1. If the county desires additional RTS workstations beyond what is allocated by the department, the workstations may be leased **at county expense** from the department.
2. The cost of leasing a basic RTS workstation¹ will be \$350 per year plus \$11 per year for an eLearning account, for a total annual lease cost of \$361. If a cable drop is needed for a workstation, there is a one-time cost of \$180 per drop. For workstations that are leased by the county for placement in a full service deputy (“FSD”) office, there is an additional annual cost of \$4,260 per full service deputy site, per year to cover the T1 circuit cost.
3. Lease charges are billed annually on the county’s annual invoice. Lease costs are prorated for the first year of the lease term based on the installation date, and the prorated amount will be included on the county’s next annual invoice.
4. The county may request the department remove the leased equipment at any time. The equipment will be removed within 30 days of the request being received by TxDMV. The county will forfeit any portion of the annual lease fee that remains.
5. Costs for leased equipment and services are subject to change annually.
6. The county will indicate equipment requirements below (by site and quantity). Total annual costs can be projected using the table provided. TxDMV will compute final costs and the county will be billed in accordance with paragraphs 2 and 3 above.
7. In addition to the provisions of the original County Agreement, TxDMV’s responsibility for equipment installed at FSD sites (i.e., privately owned, for-profit enterprises performing motor vehicle title and registration transactions for the county tax office) is limited to ensuring the equipment remains operational. The county will be responsible for all training, forms, supplies, user policy and procedures, etc., associated with this offsite equipment. This agreement will remain in force for as long as the County Agreement remains effective.

¹The Basic RTS Workstation includes all standard items for full functionality (monitor, CPU, keyboard, mouse, printer, software, support, and cash drawer, if necessary), in a normal environment.

8. Workstations identified below that are leased under the provisions of this agreement will be installed following approval of the County Commissioner’s Court and after signature by the County Judge (or a designee when supported by a certified copy of the Commissioner’s Court Order or Resolution, which must be attached) and counter signed by the Director of the Vehicle Titles and Registration Division of the Texas Department of Motor Vehicles.

The County of _____, Texas will lease _____ additional RTS workstation(s) to be installed at the following County Tax Office or full service deputy location(s).

Site Type County or FSD	New (N) or Existing (E) Site	Site Name	Site Address	Workstation Quantity

	Item	Site Name	Quantity	Individual Item Cost	Total Annual Cost
1.	RTS Workstation, Basic ¹ (non-FSD site)			\$361.00	
2.	RTS Workstation, Basic ¹ (FSD site)			\$361.00	
3.	T1 Circuit Cost (FSD sites only – one annual circuit charge per FSD site)			\$4,260.00	
				Annual Lease Cost	

Note: cable drops are an additional \$180 each and charged in first year only

County Judge

Date

Jeremiah Kuntz
Director, Vehicle Titles and Registration

Date

County

¹The Basic RTS Workstation includes all standard items for full functionality (monitor, CPU, keyboard, mouse, printer, software, support, and cash drawer, if necessary), in a normal environment.

ATTACHMENT E

Designation of Equipment Custodian(s)

The county is required to designate a primary equipment custodian who is responsible for the tracking of equipment assigned to the county by the department pursuant to this agreement. The county may choose to designate secondary equipment custodians who are responsible for equipment at county sites where equipment provided through this contract is located.

Primary County Equipment Custodian

County	Hidalgo
Name	Santos Castilleja III
Email	santos.castilleja@hidalgocountytax.org
Phone Number	(956) 289-7458
Physical Address	2804 S. US Hwy 281 Edinburg, TX 78540

Secondary County Equipment Custodian(s)

may designate one per county office

County Site Name	Custodian Name	Email	Phone Number
Hidalgo County	Gabriel Ochoa	gabriel.ochoa@hidalgocountytax.org	956-292-7000 Ext. 4767
Hidalgo County	Jaime Salinas	jaime.salinas@hidalgocountytax.org	956-292-7000 Ext. 4762

PH CID-HIDALGO MAIN OFFICE @ 2804 S. BUSINESS HWY. 281 EDINBURG TX 78540							
Asset#	Asset Description	Serial ID	Location	Condition (G.F.P)	Custodian	Validation 1-Located; 2-Transfer; or 3 Missing/Stolen	Inv. Control Use Only
017102	LAN/WAN SWITCHING	FTX15368232	4PH108M000	G	Van Pelt, Pamela	1	
030138	COMPUTER HARDWARE - OTHER	FJC1918EOMP	4PH108M000	G	Van Pelt, Pamela	1	
030242	COMPUTER HARDWARE - OTHER	FCW1924A5WM	4PH108M000	G	Van Pelt, Pamela	1	
031007	PRINTERS	PHBBR03327	4PH108M000	G	Van Pelt, Pamela	1	
031013	PRINTERS	PHBBR03382	4PH108M000	G	Van Pelt, Pamela	1	
031029	PRINTERS	PHBBR03820	4PH108M000	G	Van Pelt, Pamela	1	
031034	PRINTERS	PHBBR03335	4PH108M000	G	Van Pelt, Pamela	1	
031035	PRINTERS	PHBBQ09523	4PH108M000	G	Van Pelt, Pamela	1	
031037	PRINTERS	PHBBR03376	4PH108M000	G	Van Pelt, Pamela	1	
031040	PRINTERS	PHBBQ08143	4PH108M000	G	Van Pelt, Pamela	1	
031056	PRINTERS	PHBBQ09522	4PH108M000	G	Van Pelt, Pamela	1	
031208	PRINTERS	PHBBR07943	4PH108M000	G	Van Pelt, Pamela	1	
031640	COMPUTER, DESKTOP	2UA6322VDC	4PH108M000	G	Van Pelt, Pamela	1	
031641	COMPUTER, DESKTOP	2UA6322V3W	4PH108M000	G	Van Pelt, Pamela	1	
031642	COMPUTER, DESKTOP	2UA6322VG2	4PH108M000	G	Van Pelt, Pamela	1	
031910	PRINTERS	PHBBQ07121	4PH108M000	G	Van Pelt, Pamela	1	
031961	COMPUTER, DESKTOP	MXL7331KQ5	4PH108M000	G	Van Pelt, Pamela	1	
031963	COMPUTER, DESKTOP	MXL7331KQK	4PH108M000	G	Van Pelt, Pamela	1	
031980	COMPUTER, DESKTOP	MXL7331KPW	4PH108M000	G	Van Pelt, Pamela	1	
034587	COMPUTER, DESKTOP	2UA6322VTD	4PH108M000	G	Van Pelt, Pamela	1	
034588	PRINTERS	PHBBR14974	4PH108M000	G	Van Pelt, Pamela	1	
034593	COMPUTER, DESKTOP	2UA6322X7M	4PH108M000	G	Van Pelt, Pamela	1	
034594	PRINTERS	PHBBR14964	4PH108M000	G	Van Pelt, Pamela	1	
034595	COMPUTER, DESKTOP	2UA6322XFW	4PH108M000	G	Van Pelt, Pamela	1	
034596	PRINTERS	PHBBR14957	4PH108M000	G	Van Pelt, Pamela	1	
034597	COMPUTER, DESKTOP	2UA6322XK4	4PH108M000	G	Van Pelt, Pamela	1	
034598	PRINTERS	PHBBR14969	4PH108M000	G	Van Pelt, Pamela	1	
034599	PRINTERS	PHBBR14218	4PH108M000	G	Van Pelt, Pamela	1	

Santos Castilleja Employee Printed Name Sant Castilleja Employee Signature 8-16-19 Date

By my signature above, I attest that the assets listed were each accounted for during a physical location performed between 07/2019 (date) and 08/2019 (date) by Jaime Salinas (names) and identified as either located (condition and custodian name provided and shown as "located" in last column); transferred ("see attached transfer" shown in the last column with a copy of the transfer attached to this report); or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the nw, custodian/inventory signed missing/stolen report attached to this report).

NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.

PH CID-HIDALGO MAIN OFFICE @ 2804 S. BUSINESS HWY. 281 EDINBURG TX 78540

Asset#	Asset Description	Serial ID	Location	Condition (G.F.P)	Custodian	Validation 1-Located; 2-Transfer; or 3 Missing/Stolen	Inv. Control Use Only
034600	COMPUTER, DESKTOP	2UA6322XGK	4PH108M000	G	Van Pelt, Pamela	1	
034601	COMPUTER, DESKTOP	2UA6293JSB	4PH108M000	G	Van Pelt, Pamela	1	
034602	PRINTERS	CNDCJ8B0WD	4PH108M000	G	Van Pelt, Pamela	1	
034603	COMPUTER, DESKTOP	2UA6322XHH	4PH108M000	G	Van Pelt, Pamela	1	
034604	PRINTERS	PHBBR14953	4PH108M000	G	Van Pelt, Pamela	1	
034605	COMPUTER, DESKTOP	2UA6322VJ6	4PH108M000	G	Van Pelt, Pamela	1	
034606	PRINTERS	PHBBR14966	4PH108M000	G	Van Pelt, Pamela	1	
034607	COMPUTER, DESKTOP	2UA6293JTX	4PH108M000	G	Van Pelt, Pamela	1	
034608	PRINTERS	PHBR14960	4PH108M000	G	Van Pelt, Pamela	1	
034609	COMPUTER, DESKTOP	2UA6322VTB	4PH108M000	G	Van Pelt, Pamela	1	
034610	PRINTERS	PHBBR14970	4PH108M000	G	Van Pelt, Pamela	1	
034611	COMPUTER, DESKTOP	WUA6293JRF	4PH108M000	G	Van Pelt, Pamela	1	
034613	PRINTERS	PHBBR14965	4PH108M000	G	Van Pelt, Pamela	1	
034614	COMPUTER, DESKTOP	2UA6322VM1	4PH108M000	G	Van Pelt, Pamela	1	
034615	PRINTERS	PHBBR14973	4PH108M000	G	Van Pelt, Pamela	1	
034616	COMPUTER, DESKTOP	2UA6293JT6	4PH108M000	G	Van Pelt, Pamela	1	
034617	PRINTERS	PHBBR14955	4PH108M000	G	Van Pelt, Pamela	1	
034618	COMPUTER, DESKTOP	2UA6322VTC	4PH108M000	G	Van Pelt, Pamela	1	
034619	COMPUTER, DESKTOP	2UA6322VW9	4PH108M000	G	Van Pelt, Pamela	1	
034620	PRINTERS	PHBBR14962	4PH108M000	G	Van Pelt, Pamela	1	
034621	PRINTERS	PHBBR14978	4PH108M000	G	Van Pelt, Pamela	1	
034622	COMPUTER, DESKTOP	2UA6322X8Y	4PH108M000	G	Van Pelt, Pamela	1	
034623	PRINTERS	PHBBR14967	4PH108M000	G	Van Pelt, Pamela	1	
034624	COMPUTER, DESKTOP	2UA6293JS6	4PH108M000	G	Van Pelt, Pamela	1	
034625	COMPUTER, DESKTOP	2UA6322XGD	4PH108M000	G	Van Pelt, Pamela	1	
034627	COMPUTER, DESKTOP	2UA6322VVK	4PH108M000	G	Van Pelt, Pamela	1	
034628	PRINTERS	PHBBR14975	4PH108M000	G	Van Pelt, Pamela	1	
034629	COMPUTER, DESKTOP	2UA6322VTM	4PH108M000	G	Van Pelt, Pamela	1	

Santos Castilleja Employee Printed Name [Signature] Employee Signature 8-16-19 Date

By my signature above, I attest that the assets listed were each accounted for during a physical location performed between 07/2019 (date) and 08/2019 (date) by Jaime Salinas (names) and identified as either located (condition and custodian name provided and shown as "located" in last column); transferred ("see attached transfer" shown in the last column with a copy of the transfer attached to this report); or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the nw, custodian/inventory signed missing/stolen report attached to this report).

NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.

PH CID-HIDALGO COUNTY SUBSTATION @ 300 W. HALL ACRES STE. C PHARR TX 78577							
Asset#	Asset Description	Serial ID	Location	Condition (G.F.P)	Custodian	Validation 1-Located; 2-Transfer; or 3 Missing/Stolen	Inv. Control Use Only
019509	LAN/WAN SWITCHING	FCQ1531Y0HB	5PH108S000	G	Van Pelt, Pamela	1	
019978	LAN/WAN SWITCHING	FTX153681GN	5PH108S000	G	Van Pelt, Pamela	1	
031766	PRINTERS	PHBBR13098	5PH108S000	G	Van Pelt, Pamela	1	
035883	COMPUTER, DESKTOP	MXL7331KP5	5PH108S000	G	Van Pelt, Pamela	1	
037149	COMPUTER, DESKTOP	2UA6322X20	5PH108S000	G	Van Pelt, Pamela	1	
037150	PRINTERS	PHBBQ07407	5PH108S000	G	Van Pelt, Pamela	1	
037151	COMPUTER, DESKTOP	2UA6322VB1	5PH108S000	G	Van Pelt, Pamela	1	
037152	PRINTERS	PHBBQ08399	5PH108S000	G	Van Pelt, Pamela	1	
037153	COMPUTER, DESKTOP	2UA6322X15	5PH108S000	G	Van Pelt, Pamela	1	
037155	COMPUTER, DESKTOP	2UA6322WDQ	5PH108S000	G	Van Pelt, Pamela	1	
037156	PRINTERS	PHBBQ07332	5PH108S000	G	Van Pelt, Pamela	1	
037157	COMPUTER, DESKTOP	2UA6322VJG	5PH108S000	G	Van Pelt, Pamela	1	
037158	PRINTERS	PHBBR02855	5PH108S000	G	Van Pelt, Pamela	1	
037159	COMPUTER, DESKTOP	2UA6322WBL	5PH108S000	G	Van Pelt, Pamela	1	
037160	PRINTERS	PHBBQ06269	5PH108S000	G	Van Pelt, Pamela	1	
037161	COMPUTER, DESKTOP	2UA6322VBX	5PH108S000	G	Van Pelt, Pamela	1	
037162	PRINTERS	PHBBQ07487	5PH108S000	G	Van Pelt, Pamela	1	
037164	PRINTERS	PHBBR02142	5PH108S000	G	Van Pelt, Pamela	1	
037165	COMPUTER, DESKTOP	2UA6322VYR	5PH108S000	G	Van Pelt, Pamela	1	
037166	PRINTERS	PHBBR02840	5PH108S000	G	Van Pelt, Pamela	1	
037167	COMPUTER, DESKTOP	2UA6322V9D	5PH108S000	G	Van Pelt, Pamela	1	
037169	COMPUTER, DESKTOP	2UA6322VHH	5PH108S000	G	Van Pelt, Pamela	1	
037171	COMPUTER, DESKTOP	2UA6322X22	5PH108S000	G	Van Pelt, Pamela	1	
037172	PRINTERS	PHBBQ15786	5PH108S000	G	Van Pelt, Pamela	1	
037173	COMPUTER, DESKTOP	2UA6322V4C	5PH108S000	G	Van Pelt, Pamela	1	
037174	PRINTERS	PHBBQ14596	5PH108S000	G	Van Pelt, Pamela	1	
	END OF REPORT						

Santos Castilleja Employee Printed Name [Signature] Employee Signature 8-16-19 Date

By my signature above, I attest that the assets listed were each accounted for during a physical location performed between 07/2019 (date) and 08/2019 (date) by Jaine Salinas (names) and identified as either located (condition and custodian name provided and shown as "located" in last column); transferred ("see attached transfer" shown in the last column with a copy of the transfer attached to this report); or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the nw, custodian/inventory signed missing/stolen report attached to this report).

NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.

PH CID-HIDALGO COUNTY SUBSTATION 2 @ 722 N. BREYFOGLE RD. MISSION TX 78574							
Asset#	Asset Description	Serial ID	Location	Condition (G.F.P.)	Custodian	Validation 1-Located; 2-Transfer; or 3 Missing/Stolen	Inv. Control Use Only
017107	LAN/WAN SWITCHING	FTX15368220	5PH108S002	G	Van Pelt, Pamela	1	
019534	LAN/WAN SWITCHING	FCQ1530Y6AG	5PH108S002	G	Van Pelt, Pamela	1	
031544	COMPUTER, DESKTOP	MXL6122HP7	5PH108S002	G	Van Pelt, Pamela	1	
034887	PRINTERS	PHBBQ14518	5PH108S002	G	Van Pelt, Pamela	1	
034888	COMPUTER, DESKTOP	2UA6322X8H	5PH108S002	G	Van Pelt, Pamela	1	
034889	PRINTERS	PHBBR11794	5PH108S002	G	Van Pelt, Pamela	1	
034890	COMPUTER, DESKTOP	2UA6322XCY	5PH108S002	G	Van Pelt, Pamela	1	
034891	PRINTERS	PHBBQ14548	5PH108S002	G	Van Pelt, Pamela	1	
034892	COMPUTER, DESKTOP	2UA6322XBM	5PH108S002	G	Van Pelt, Pamela	1	
034893	PRINTERS	PHBBQ14524	5PH108S002	G	Van Pelt, Pamela	1	
034895	PRINTERS	PHBBQ14539	5PH108S002	G	Van Pelt, Pamela	1	
034897	PRINTERS	PHBBQ14547	5PH108S002	G	Van Pelt, Pamela	1	
034898	COMPUTER, DESKTOP	2UA6322WWR	5PH108S002	G	Van Pelt, Pamela	1	
034899	PRINTERS	PHBBQ14526	5PH108S002	G	Van Pelt, Pamela	1	
034900	COMPUTER, DESKTOP	2UA6322VHR	5PH108S002	G	Van Pelt, Pamela	1	
034901	PRINTERS	PHBBQ14525	5PH108S002	G	Van Pelt, Pamela	1	
034902	COMPUTER, DESKTOP	2UA6322VMQ	5PH108S002	G	Van Pelt, Pamela	1	
034903	PRINTERS	PHBBQ14545	5PH108S002	G	Van Pelt, Pamela	1	
034904	COMPUTER, DESKTOP	2UA6322VYV	5PH108S002	G	Van Pelt, Pamela	1	
034905	PRINTERS	PHBBQ14534	5PH108S002	G	Van Pelt, Pamela	1	
034906	COMPUTER, DESKTOP	2UA6293JRZ	5PH108S002	G	Van Pelt, Pamela	1	
034907	PRINTERS	PHBBR11784	5PH108S002	G	Van Pelt, Pamela	1	
034908	COMPUTER, DESKTOP	2UA6322VYS	5PH108S002	G	Van Pelt, Pamela	1	
034909	PRINTERS	PHBBQ14536	5PH108S002	G	Van Pelt, Pamela	1	
034910	COMPUTER, DESKTOP	2UA6322XCQ	5PH108S002	G	Van Pelt, Pamela	1	
034911	PRINTERS	PHBBQ14551	5PH108S002	G	Van Pelt, Pamela	1	
034912	COMPUTER, DESKTOP	2UA6293JQV	5PH108S002	G	Van Pelt, Pamela	1	
034913	PRINTERS	PHBBQ14538	5PH108S002	G	Van Pelt, Pamela	1	

<i>Santos Castilleja</i> Employee Printed Name	<i>Sant Castle</i> Employee Signature	8-16-19 Date
By my signature above, I attest that the assets listed were each accounted for during a physical location performed between <u>07/2019</u> (date) and <u>08/2019</u> (date) by <u>Jame Salinas</u> (names) and identified as either located (condition and custodian name provided and shown as "located" in last column); transferred ("see attached transfer" shown in the last column with a copy of the transfer attached to this report); or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the nw, custodian/inventory signed missing/stolen report attached to this report).		
NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.		

PH CID-HIDALGO COUNTY SUBSTATION 4 @ 1902 JOE STEPHEN AVE. WESLACO TX 78596

Asset#	Asset Description	Serial ID	Location	Condition (G,F,P)	Custodian	Validation 1-Located; 2-Transfer; or 3 Missing/Stolen	Inv. Control Use Only
019973	LAN/WAN SWITCHING	FTX153681JC	SPH108S004	G	Van Pelt, Pamela	1	
032951	COMPUTER, DESKTOP	2UA6322WP1	SPH108S004	G	Van Pelt, Pamela	1	
032952	PRINTERS	PHBBQ15808	SPH108S004	G	Van Pelt, Pamela	1	
032953	COMPUTER, DESKTOP	2UA6322VQC	SPH108S004	G	Van Pelt, Pamela	1	
032954	PRINTERS	PHBQ15831	SPH108S004	G	Van Pelt, Pamela	1	
032955	COMPUTER, DESKTOP	2UA6322V71	SPH108S004	G	Van Pelt, Pamela	1	
032956	PRINTERS	PHBBQ15829	SPH108S004	G	Van Pelt, Pamela	1	
032957	COMPUTER, DESKTOP	2UA6322W81	SPH108S004	G	Van Pelt, Pamela	1	
032958	PRINTERS	PHBBQ15835	SPH108S004	G	Van Pelt, Pamela	1	
032959	COMPUTER, DESKTOP	2UA6322X50	SPH108S004	G	Van Pelt, Pamela	1	
032960	PRINTERS	PHBBQ15827	SPH108S004	G	Van Pelt, Pamela	1	
032961	COMPUTER, DESKTOP	2UA6322V7V	SPH108S004	G	Van Pelt, Pamela	1	
032963	COMPUTER, DESKTOP	2UA6322WKJ	SPH108S004	G	Van Pelt, Pamela	1	
032964	PRINTERS	PHBBQ15837	SPH108S004	G	Van Pelt, Pamela	1	
032965	COMPUTER, DESKTOP	2UA6322V7Y	SPH108S004	G	Van Pelt, Pamela	1	
032966	PRINTERS	PHBBQ15836	SPH108S004	G	Van Pelt, Pamela	1	
034589	COMPUTER, DESKTOP	2UA6322WGC	SPH108S004	G	Van Pelt, Pamela	1	
034590	PRINTERS	PHBBR14968	SPH108S004	G	Van Pelt, Pamela	1	
034591	COMPUTER, DESKTOP	2UA6322XFB	SPH108S004	G	Van Pelt, Pamela	1	
034592	PRINTERS	PHBBR14963	SPH108S004	G	Van Pelt, Pamela	1	
	END OF REPORT						

Santos Castilleja Employee Printed Name Sant Castle Employee Signature 8-16-19 Date
 By my signature above, I attest that the assets listed were each accounted for during a physical location performed between 07/2019 (date) and 08/2019 (date) by Jaime Salinas (names) and identified as either located (condition and custodian name provided and shown as "located" in last column); transferred ("see attached transfer" shown in the last column with a copy of the transfer attached to this report); or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the nw, custodian/inventory signed missing/stolen report attached to this report).
NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.

PH CID-HIDALGO COUNTY SUBSTATION 9 @ 300 E. HACKBERRY MCALEN TX 78501							
Asset#	Asset Description	Serial ID	Location	Condition (G,F,P)	Custodian	Validation 1-Located; 2-Transfer; or 3 Missing/Stolen	Inv. Control Use Only
017016	LAN/WAN SWITCHING	FTX153681GS	5PH108S009	G	Van Pelt, Pamela	1	
017432	LAN/WAN SWITCHING	FCQ1706Y231	5PH108S009	G	Van Pelt, Pamela	1	
031203	PRINTERS	PHBBR07916	5PH108S009	G	Van Pelt, Pamela	1	
031393	PRINTERS	PHBBR13427	5PH108S009	G	Van Pelt, Pamela	1	
031394	PRINTERS	PHBBR13437	5PH108S009	G	Van Pelt, Pamela	1	
031395	PRINTERS	PHBBR13433	5PH108S009	G	Van Pelt, Pamela	1	
031396	PRINTERS	PHBBR13417	5PH108S009	G	Van Pelt, Pamela	1	
031397	PRINTERS	PHBBR13443	5PH108S009	G	Van Pelt, Pamela	1	
031398	PRINTERS	PHBBR13444	5PH108S009	G	Van Pelt, Pamela	1	
031399	PRINTERS	PHBBR13441	5PH108S009	G	Van Pelt, Pamela	1	
031402	PRINTERS	PHBBR13237	5PH108S009	G	Van Pelt, Pamela	1	
031539	COMPUTER, DESKTOP	2XL6122HQ5	5PH108S009	G	Van Pelt, Pamela	1	
031540	COMPUTER, DESKTOP	2UA611178	5PH108S009	G	Van Pelt, Pamela	1	
031541	COMPUTER, DESKTOP	MXL6122HML	5PH108S009	G	Van Pelt, Pamela	1	
031542	COMPUTER, DESKTOP	MXL6122HPH	5PH108S009	G	Van Pelt, Pamela	1	
031551	COMPUTER, DESKTOP	MXL6122HQB	5PH108S009	G	Van Pelt, Pamela	1	
031552	COMPUTER, DESKTOP	MXL6122HNR	5PH108S009	G	Van Pelt, Pamela	1	
031553	COMPUTER, DESKTOP	MXL6122HPX	5PH108S009	G	Van Pelt, Pamela	1	
031560	COMPUTER, DESKTOP	MXL6122HQM	5PH108S009	G	Van Pelt, Pamela	1	
031561	COMPUTER, DESKTOP	MXL6122HMS	5PH108S009	G	Van Pelt, Pamela	1	
031563	COMPUTER, DESKTOP	MXL6122HP0	5PH108S009	G	Van Pelt, Pamela	1	
	END OF REPORT						

Santos Castilleja Employee Printed Name Saul Cotto Employee Signature 8-16-19 Date
 By my signature above, I attest that the assets listed were each accounted for during a physical location performed between 07/2019 (date) and 08/2019 (date) by Jaime Salinas (names) and identified as either located (condition and custodian name provided and shown as "located" in last column); transferred ("see attached transfer" shown in the last column with a copy of the transfer attached to this report); or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the nw, custodian/inventory signed missing/stolen report attached to this report).
NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.