



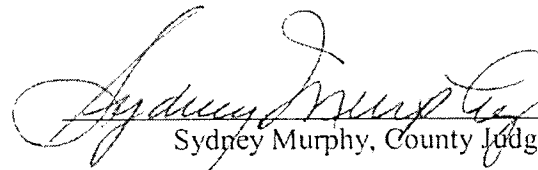
Polk County, Texas

**ORDER**  
**OF THE POLK COUNTY COMMISSIONERS COURT**  
Designating Surplus Property to be disposed in Public (online) Auction

**WHEREAS**, in a regular meeting of the Polk County Commissioners Court held March 10, 2015, certain items as listed on Asset Management Forms attached hereto as "Exhibit A" consisting of 4 page/s, were determined to be surplus property as defined by Local Government Code, Chapter 263 Subchapter D, Section 263.151;

**THEREFORE**, the aforementioned items on listed on Exhibit "A" of this Order are hereby designated as Surplus Property of the County and shall be disposed of in a Public Auction to be held online by the County's contracted auctioneer and administered by the County Auditor;

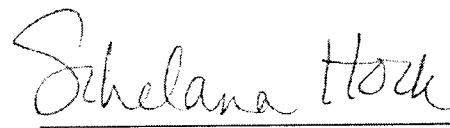
**BE IT FURTHER ORDERED**, that any or all of the property listed on Exhibit "A" of this Order may be destroyed as worthless if the County undertakes to sell that property (in said auction) and is unable to do so because no bids are made or the property is unclaimed by a successful bidder for a period of thirty (30) days following the close of the auction. In this instance, the Auditor shall properly note such disposition for each item so destroyed.

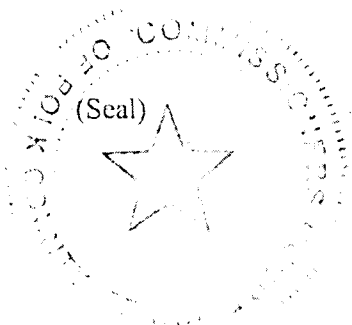
  
Sydney Murphy, County Judge

CERTIFICATE OF THE COUNTY CLERK

The undersigned, being the County Clerk of Polk County, Texas, does hereby certify that this ORDER was duly adopted by the Commissioners Court for Polk County on March 10, 2015.

**IN WITNESS WHEREOF**, I have affixed my signature and the official seal of the Polk County Commissioners Court to this certification.

  
Schelana Hock, County Clerk  
Polk County, Texas



# Polk County Asset Management Form

1202

Type of Transaction (check one) Transfer

Surplus/Salvage

Waste

Date of Transaction 02/19/2015

Inventory Items	Description of Equipment	Serial Number
	Brother Fax Machine	U6D283A8J771847
	Canon Fax Machine	MDL 28118
	Lucent AT&T Answering System	B2326D
	White up/down Font pedal	
	Sanford 3 tier clear plastic organizer	22661
	Black Plastic File Tray	18421
	Newell Clear Plastic Business Card Holder	
	Black Metal File Basket	
	At a Glance Desktop Calendar	Item # E17

Transferring/Selling Dept. Human Resources

Dept. Head Signature

Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

# Polk County Asset Management Form

1203

Type of Transaction (check one) Transfer

Surplus/Salvage

Waste

Date of Transaction 2/19/15

Inventory Items	Description of Equipment	Serial Number
	2 - Flip a Week Base Circular Base	SW 700
	2 - Newell stacking Plastic fire holders	30402
	ALCO Black 2 hole punch	M102 #150
	2 - PaperPro Staplers	#2000 & #1100 - Broken
	Sawingline Stapler Black Metal	94-02
	Maroon Desk Chair	
	Black Desk Chair	
	Black Leather Desk Chair w/arms	
	Quartet Dry Erase Board	

Transferring/Selling Dept. Human Resources

Dept. Head Signature 

Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

# Polk County Asset Management Form

1204

Type of Transaction (check one)

Transfer   
 Surplus/Salvage   
 Waste

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Date of Transaction

2/19/15

Inventory Items

*Clear hard drive #*

Description of Equipment	Serial Number
IBM Computer Tower	SN 83104ELI KCR14ZP
HP Laser Jet Printer 2100	MDL# C4170A USAR 0105155
Fujitsu Fi-5120C Scanner	PCP# 021400 006605
Microsoft wireless Mouse 2000 (Black)	MDL# 1007 PIN X806939-008
Microsoft wireless Desktop Receiver	MDL# 1028 PIN X806602-002
IBM (Black) Keyboard	MDL# KB-0225 0681412
Mouse (White)	PCP# 000006109 SN 00422992K
Lenovo Keyboard (Black)	MDL# KB-0225 SN 71051020
IBM Monitor	PCP# 017871

Transferring/Selling Dept.

Human Resources

Dept. Head Signature

*Andrea L Best*

Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

# Polk County Asset Management Form

1205

Type of Transaction (check one)

Transfer   
Surplus/Salvage   
Waste

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Date of Transaction

02/19/15

Inventory Items

Description of Equipment	Serial Number
IBM (Black) Keyboard	MDL KB-0025 0005319
Innovator Wireless Mouse (Black)	IVR-101020
Logitech G900 Mouse	PID#HS62150197 MDL# M-B1910a
IBM Computer Tower	MT-M 8288-G5U S/N LK14K03

Clear hard drive \*

Transferring/Selling Dept.

Human Resources

Dept. Head Signature

*[Signature]*

Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED: