



Polk County, Texas

**COPY**

# ORDER

## OF THE POLK COUNTY COMMISSIONERS COURT

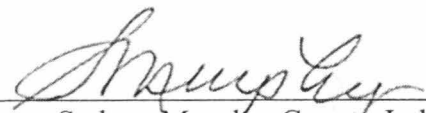
Designating Surplus/Salvage Property and Disposition thereof

**WHEREAS**, in a regular meeting of the Polk County Commissioners Court held August 23, 2016, certain item/s as listed on Asset Management Forms attached hereto were determined to be surplus/salvage property as defined by Local Government Code, Chapter 263 Subchapter D, Section 263.151 and 263.152; and

**THEREFORE**, the aforementioned item/s on listed on Exhibit "A" (consisting of 1 page) of this Order are hereby designated as Designating Salvage Property to be disposed of as worthless; and

**THEREFORE**, the aforementioned items on listed on Exhibit "B" (consisting of 4 pages) 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; and

**BE IT FURTHER ORDERED**, that any or all of the property listed on Exhibit "B" of this Order may be destroyed as worthless if the County undertakes to sell that property (by public 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.

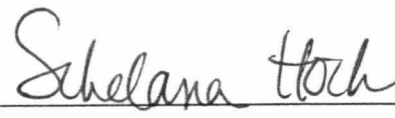
  
\_\_\_\_\_  
Sydney Murphy, County Judge

### 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 August 23, 2016.

**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

1156

Type of Transaction (check one)

Transfer  
Surplus/Salvage  
Waste

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

Date of Transaction

Inventory Items

Description of Equipment	Serial Number
Fujitsu Scan Snap Scanner	PA03360-B515

Transferring/Selling Dept.

Dept. Head Signature

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Receiving Department

Dept. Head Signature

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DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Item not functioning - cannot be repaired - to be destroyed as worthless

# Polk County Asset Management Form

Type of Transaction (check one)

Transfer  
Surplus/Salvage  
Waste

✓

Date of Transaction

8-11-16

Inventory Items

Description of Equipment	Serial Number
1 Desk and Credenza	Asset# 013140

Transferring/Selling Dept.

EMERGENCY MANAGEMENT

Dept. Head Signature



Receiving Department

MAINTENANCE ENGINEERING

Dept. Head Signature

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DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

THIS SET IS NOT BROKEN. NO LONGER NEEDED IN THIS OFFICE.

# Polk County Asset Management Form

Type of Transaction (check one)

Transfer  
Surplus/Salvage  
Waste

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

Date of Transaction

8/11/16

Inventory Items

Description of Equipment	Serial Number
1 Metal Filing Cabinet	none.

Transferring/Selling Dept.

Emergency Management

Dept. Head Signature



Receiving Department

Maintenance Engineering

Dept. Head Signature

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DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

This filing cabinet has one drawer that needs to be repaired. No longer needed in this office.

# Polk County Asset Management Form

Type of Transaction (check one)

Transfer  
 Surplus/Salvage  
 Waste

✓
✓

Date of Transaction

8/12/16

Inventory Items

	Description of Equipment	Serial Number	
2	Folding table	None	Surplus
1	Hoover Multi-Chamber cyclonic vacuum cleaner	None	Salvage
2	Rolling office Chairs	None	Surplus
5	Stackable Chairs (brown) w/ armrests	None	Surplus
1	Pair of Gray Safety Gloves	County Inv. # 000003953	trash ?
1	Flashlight (orange & black plastic)	None	Salvage
2	Vivitar VPT-240 Camera tri-pod	None	surplus

Transferring/Selling Dept.

Emergency Management

Dept. Head Signature

Receiving Department

Maintenance Engineering

Dept. Head Signature

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DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Items are no longer needed in this office.

# Polk County Asset Management Form

Type of Transaction (check one)

Transfer  
Surplus/Salvage  
Waste

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

Date of Transaction

8/12/16

Inventory Items

Description of Equipment	Serial Number
2 HP Officejet Pro L7780 all-in-one Printer	S/N: M4753531MP County Inv. #: 6950021805
1 Ergonomic keyboard tray	None

Transferring/Selling Dept.

Emergency Management

Dept. Head Signature



Receiving Department

Maintenance Engineering

Dept. Head Signature

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DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Items are broken and cannot be salvaged.