



Polk County, Texas

# ORDER

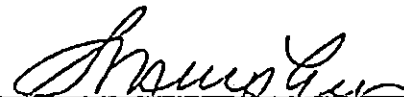
## OF THE POLK COUNTY COMMISSIONERS COURT

Designating Surplus/Salvage Property and Disposition thereof

**WHEREAS**, in a regular meeting of the Polk County Commissioners Court held May 22, 2018 certain item/s as listed on Asset Management Forms attached hereto attached hereto as Exhibit "A" were determined to be surplus/salvage property as defined by Local Government Code, Chapter 263 Subchapter D, Section 263.151;

**THEREFORE**, the aforementioned item/s listed on Exhibit "A" of this Order are hereby designated as Surplus/Salvage 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 (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.



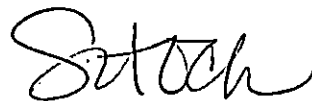
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Sydney Murphy, County Judge

### CERTIFICATE OF THE COUNTY CLERK

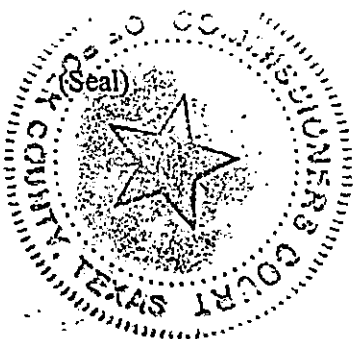
The undersigned, being the County Clerk of Polk County, Texas, does hereby certify that this ORDER was duly adopted by the Commissioners Court for Polk County on May 22, 2018.

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



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Schelana Hock, County Clerk  
Polk County, Texas



# 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

Inventory Items

Description of Equipment	Serial Number
HP Laserjet 4050N	SUSBFO12216
HP Keyboard - Broken	CT:BC2AADES9W7JK2
IBM Keyboard - Broken	PIN: 89P8300
Keytronic Keyboard - Broken	Ser # A 983502678
IBM Monitor works	Inventory # 017934
HP - Win Vista Computer Tower	S/N MXL8330F72
Lenovo - Win XP Computer Tower	S/N 9851A74-LKFKRNA
Acer monitor	S/N 82502719240
(4) File Cabinets	unknown

Transferring/Selling Dept.

Dept. Head Signature

*Darrell Longini*

Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

# 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

4/25/18

Inventory Items

I.T. cleaned  
computers

Description of Equipment	Serial Number
HP keyboard	KB-03164M
HP Keyboard	KB-0316 #M
Magnavox VCR/DVD	Serial # N410836285
Sony notebook computer	Serial 3000260
Toshiba laptop	Serial Y6084514H
Toshiba laptop	Serial SB044790W
Bosch monitor	B5H10101A Top 12.5
Acer monitor	01106149340

Transferring/Selling Dept.

Courts Court at Law

Dept. Head Signature

Receiving Department

[Empty box for receiving department name]

Dept. Head Signature

[Empty box for receiving department head signature]

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

[Large empty box for asset disposition details]

# Polk County Asset Management Form

Type of Transaction (check one)

Transfer   
 Surplus/Salvage   
 Waste

Transfer
Surplus/Salvage
Waste

Date of Transaction

5/8/18

Inventory Items

Description of Equipment	Serial Number
Rolling white board	NONE
2 rolling office chairs	NONE
1 Bulletin Board	000001591
3 black office chair	NONE
Computer Battery Backup	9915GY05C614003238
2 Directv Boxes	A016C6PM332113 A01607LE110072
2 Directv Boxes	A016A6FK210141 A016A6BC110875
2 Directv Boxes	A016A6DK111201 A016A6SPY110922
1 maroon rolling office chair	NONE

Transferring/Selling Dept.

Emergency Management

Dept. Head Signature

*Courtney Comstock*

Receiving Department

Maintenance Engineering

Dept. Head Signature

**DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:**

White board - Cracked  
 1 black office chair - torn upholstery  
 other chairs - OK (just surplus)  
 battery backup (not working)  
 Directv Boxes - surplus (were updated/replaced by provider)

# 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

5/8/18

Inventory Items

Description of Equipment	Serial Number
Gateway Keyboard	90612424
Microsoft Mouse	079374S-7
Labtec Speakers	00004J2-0042N
AOC Monitor	017498
Gateway Computertower	0014060407
HP Laserjet 1000 series <sup>Printer</sup>	CNBR 347378

Transferring/Selling Dept.

Emergency Management

Dept. Head Signature

Cathy Cristofani

Receiving Department

Maintenance Engineering

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Outdated equipment

# 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

4/18/18

Inventory Items

Description of Equipment	Serial Number
1997 Ford 250 PU	2FTEX27L8VCA91189

Transferring/Selling Dept.

Maintenance

Dept. Head Signature



Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

motor knocking

# 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

5/2/18

Inventory Items

Description of Equipment	Serial Number
3 Barrells copper	
wire tubing/pipe	

Transferring/Selling Dept.

Maintenance

Dept. Head Signature



Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

# 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

3-7-17

Inventory Items

Description of Equipment	Serial Number
Misc. A/C Units from WAY CO. Swapouts	non working
Toilets from WAY CO.	Approx. 50
Scrap metal - rims, rotors, car parts, pipe remnants metal remnants, broken fan blades	
Brass plumbing parts from WAY CO.	
SHP Air compressor 248/230	unknown operational approx. 80 gallons
2000 Ford Crown Vic	2FAFP71W11X202016 - Needs entire base system
Stainless steamer & stove/shelving	
2007 GMC 1500 PU Refrigerated Evidence case - not working	1GTEC19C7T2629516 - motor knocking

not on Aud's 4/2018 Veh. Inventory →

Inventoried to E.M/permits →

Transferring/Selling Dept.

Maintenance

Dept. Head Signature

Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

I just found this one



# Polk County Asset Management Form

Type of Transaction (check one)

Transfer  
Surplus/Salvage  
Waste

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

Date of Transaction

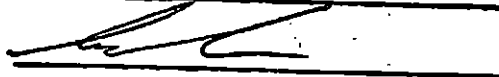
Inventory Items

Description of Equipment	Serial Number
5 push mowers	
2 weed eater	
1 cement mixer	

Transferring/Selling Dept.

maintenance

Dept. Head Signature



Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

# Polk County Asset Management Form

Type of Transaction (check one)

Transfer	<input type="checkbox"/>
Surplus/Salvage	<input checked="" type="checkbox"/>
Waste	<input type="checkbox"/>

Date of Transaction

4/18/18

Inventory Items

Description of Equipment	Serial Number
Kenmore large Chest freezer	5411319927
Frigidaire large chest freezer	N/A
Frigidaire large Chest freezer	N/A

Transferring/Selling Dept.

*Deanna*

Dept. Head Signature

*Deanna*

Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

*not working*