



Polk County, Texas

## ORDER

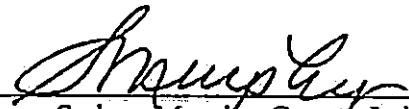
### OF THE POLK COUNTY COMMISSIONERS COURT

Designating Surplus/Salvage Property and Disposition thereof

**WHEREAS**, in a regular meeting of the Polk County Commissioners Court held January 26, 2021 certain item/s as listed on Asset Management Forms 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.



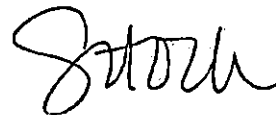
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Sydney Murphy, County Judge

#### CERTIFICATE OF THE COUNTY CLERK

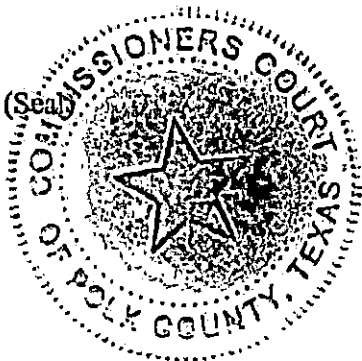
The undersigned, being the County Clerk of Polk County, Texas, does hereby certify that this ORDER was duly adopted by the Commissioners Court for Polk County on January 26, 2021.

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

Date of Transaction

January 14 2021

Inventory Items

| Description of Equipment          | Serial Number    |
|-----------------------------------|------------------|
| 1 Brown round<br>Conference table | No serial number |
| 4 Red fabric rolling<br>chairs    | no serial number |
|                                   |                  |
|                                   |                  |
|                                   |                  |
|                                   |                  |
|                                   |                  |
|                                   |                  |
|                                   |                  |
|                                   |                  |

Transferring/Selling Dept.

~~Emergency Management~~

Dept. Head Signature

County Committee

Receiving Department

Information Technology

Dept. Head Signature

Casey Howie

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

# Polk County Asset Management Form

Type of Transaction (check one)

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

Date of Transaction 01/20/2021

| Inventory Items | Description of Equipment | Serial Number   |
|-----------------|--------------------------|-----------------|
|                 | Printer / Scanner        | SDGOB-1501      |
|                 | Fax Machine              | KLD98216        |
|                 | Fax Machine              | U63274L4J845171 |
|                 | Printer / Scanner        | F0V63-80025     |
|                 | Type Writer              | D98657246       |
|                 | VCR                      | D19664692A      |
|                 | Printer / Scanner        | CN098F431Q      |
|                 | TV                       | V26966155       |
|                 |                          |                 |

Transferring/Selling Dept. Texas DPS

Dept. Head Signature 

Receiving Department County Maintenance

Dept. Head Signature \_\_\_\_\_

**DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:**  
All of the property listed above was stored in a closet at the Polk County HP Office. This property is out of date/obsolete and no longer needed.

# Polk County Asset Management Form

Type of transaction (check one)

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

Date of Transaction

11/21/21

Inventory Items

| Description of Equipment | Serial Number |
|--------------------------|---------------|
| Various Scrap metal      |               |
|                          |               |
|                          |               |
|                          |               |
|                          |               |
|                          |               |
|                          |               |
|                          |               |
|                          |               |
|                          |               |
|                          |               |

Transferring/Selling Dept

*Handwritten signature*

Dept. Head Signature

Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED: