



Polk County, Texas

ORDER

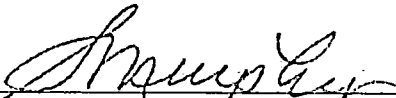
OF THE POLK COUNTY COMMISSIONERS COURT

Designating Surplus/Salvage Property and Disposition thereof

WHEREAS, in a regular meeting of the Polk County Commissioners Court held May 11, 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.

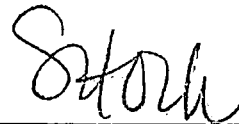


Sydney Murphy, County Judge

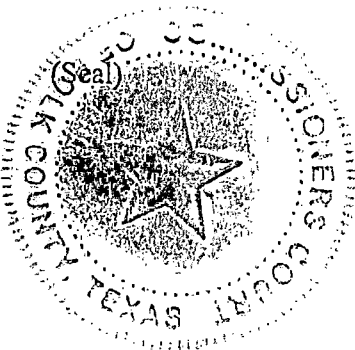
CERTIFICATE OF THE COUNTY CLERK

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 11, 2021.

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



Schelana Hock, County Clerk
Polk County, Texas



Polk County Asset Management Form

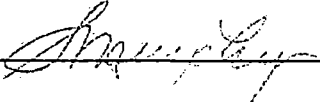
Type of Transaction (check one)

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

Date of Transaction

Inventory Items	Description of Equipment	Serial Number
	3 blank Certificate placques	N/A

Transferring/Selling Dept.

Dept. Head Signature 

Receiving Department

Dept. Head Signature _____

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:
See Commissioners Court July 10, 2018 meeting minutes.

Polk County Asset Management Form

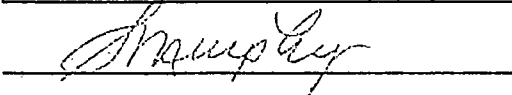
Type of Transaction (check one)

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

Date of Transaction

Inventory Items	Description of Equipment	Serial Number
	1 legal filing cabinet	3711

Transferring/Selling Dept.

Dept. Head Signature 

Receiving Department

Dept. Head Signature _____

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:
See Commissioners Court July 10, 2018 meeting minutes.

Polk County

Asset Management Form

Type of Transaction (check one)

Transfer

Surplus / Salvage

Waste

Date of Transaction: _____

Inventory Items

Description of Equipment	Serial Number
Canon adding machine	#20352596
Refrigerator	_____
Fujitsu Scanner model 31500	#129109
Acco Rolodex	1
Beige Rolodex	
(2) Letter Holders (for wall)	
Sharp calculating machine	CS-2680
Beige stackable trays (12)	
Folder Caddies (7)	
Black Phone Cord	
Typewriter Covers (4)	

Transferring / Selling Department: Polk County Judges' Office

Department Head Signature: *[Signature]*

Receiving Department: _____

Department Head Signature: _____

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Polk County

Asset Management Form

Type of Transaction (check one)

- Transfer
- Surplus / Salvage
- Waste

Date of Transaction: _____

Inventory Items

Description of Equipment	Serial Number
7 Rolls of Label Tape (DYMO)	5201-09
Avery Report Cover Labels	06005
Avery File Folder Labels	05202
Universal Removable Labels	50110
Avery Self-adhesive color coding Labels (assorted sizes)	—
5011 File Folder Labels	R11-5 W
LightScribe CD-R (4)	IX-52X
" " HP CD-R (3)	52X
Innovera DVD-R (14)	IVR-46809
3RC IBM Wheelwriter (4)	T350-LD
Data Products typewriter	R511
" " " "	R5110
Disks (10)	00350
Avery CD/DVD Label app.	05699
CD/DVD sleeves (Box)	—
CD-RW (25) (5)	IVR-78825

Transferring / Selling Department: County Judge's Office

Department Head Signature: *[Signature]*

Receiving Department: _____

Department 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

Inventory Items	Description of Equipment	Serial Number
	METAL DESK & CREDENZA - TAN	

Transferring/Selling Dept.

Dept. Head Signature Rebecca Moulou

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	X
Waste	

Date of Transaction 5/5/2021

Inventory Items	Description of Equipment	Serial Number
	METAL DESK & CREDENZA - TAN	

Transferring/Selling Dept. POLK COUNTY PERMIT DEPARTMENT

Dept. Head Signature *Rebecca Mauldin*

Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Copy to Transferring Dept., Receiving Dept., Maintenance Engineering and County Auditor

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

4-28-21

Inventory Items

Description of Equipment	Serial Number
See Attached	

Transferring/Selling Dept.

COUNTY CLERK

Dept. Head Signature

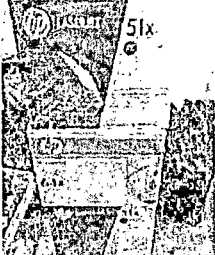

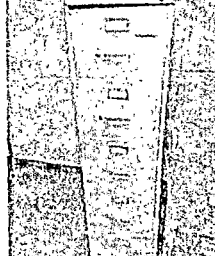


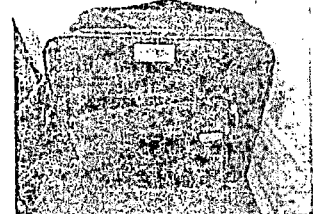
Schelscha Hoch



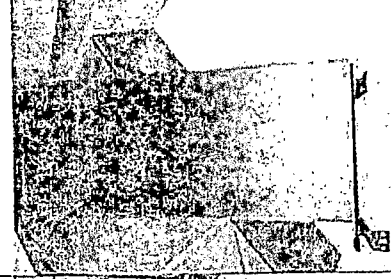

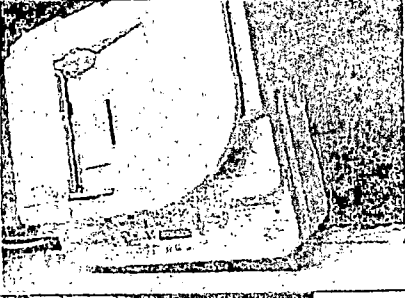

Receiving Department


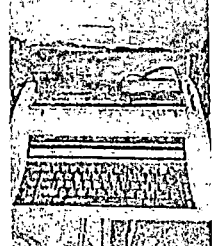

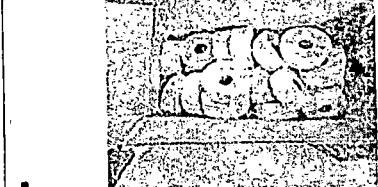

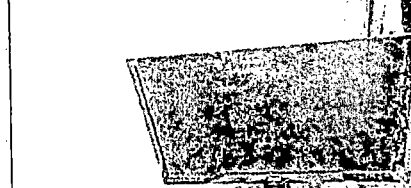

Dept. Head Signature

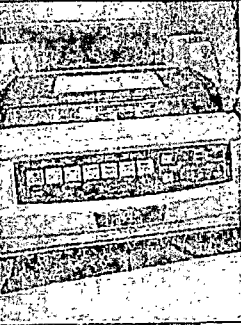
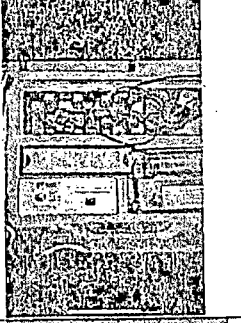

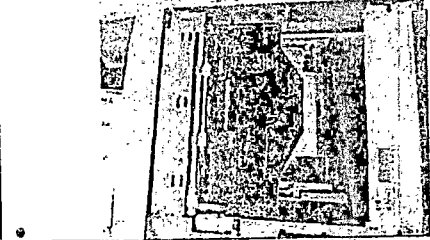
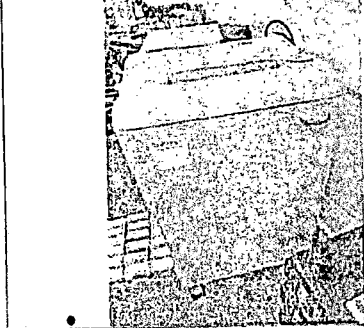
DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

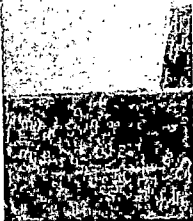


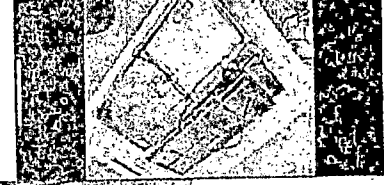




FIRST ROOM BASEMENT SURPLUS


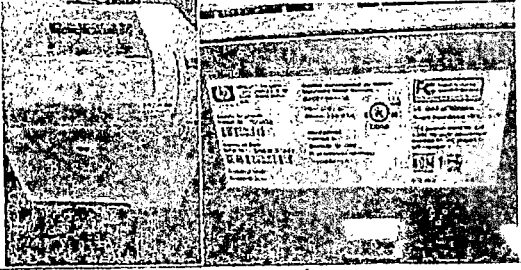


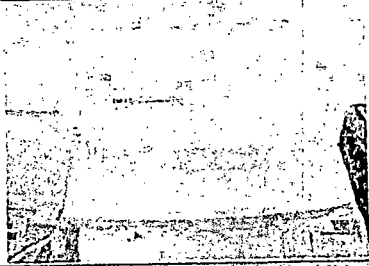
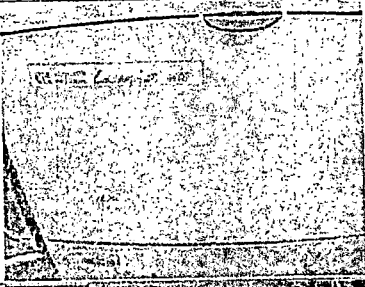
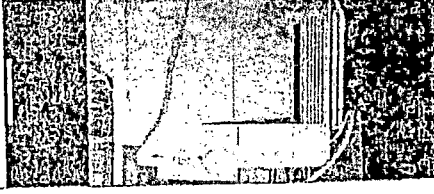
<ul style="list-style-type: none">• 3 ink cartridges	
<ul style="list-style-type: none">• 2 desk (broke)	
<ul style="list-style-type: none">• 3 filing cabinet (broken)	
<ul style="list-style-type: none">• 2 wired keyboards	
<ul style="list-style-type: none">• 2 monitors	
<ul style="list-style-type: none">• 8 laptop bags	

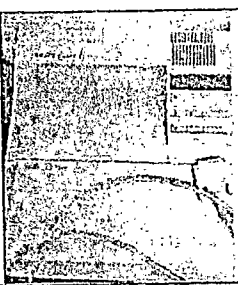
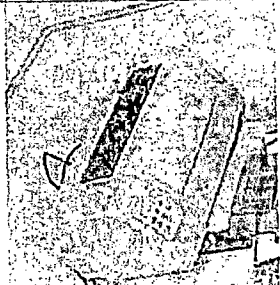
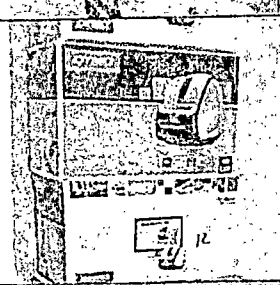
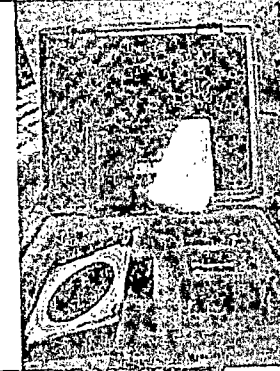
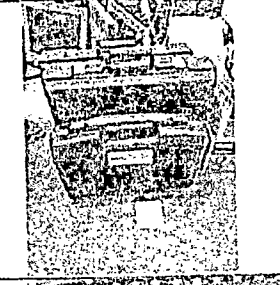
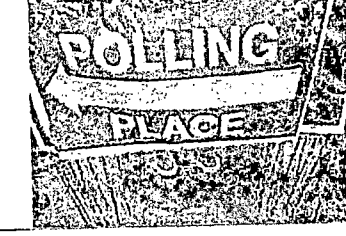
<ul style="list-style-type: none"> • 6 computer towers 	
<ul style="list-style-type: none"> • 1 vote (cast ballot) 	
<ul style="list-style-type: none"> • 2 keyboard desk pullout 	
<ul style="list-style-type: none"> • 1 HP fax 	
<ul style="list-style-type: none"> • 1 Cannon copier/fax 	
<ul style="list-style-type: none"> • 1 flatbed scanner 	



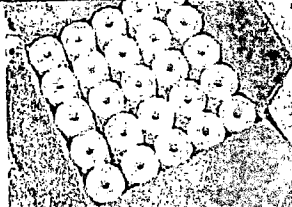

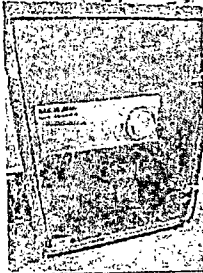
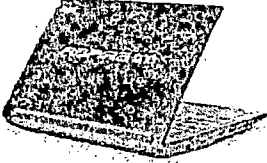
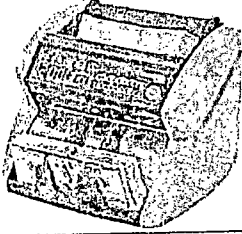
<ul style="list-style-type: none"> • 1 Swintec typewriter 	
<ul style="list-style-type: none"> • 1 nakajima typewriter 	
<ul style="list-style-type: none"> • 128 PEBs 	
<ul style="list-style-type: none"> • 2 boxes of labels for label writer 	
<ul style="list-style-type: none"> • 7 Magtek cc reader 	
<ul style="list-style-type: none"> • 5 Acer Monitors 	
<ul style="list-style-type: none"> • 1 box of small zipper bags 	

<ul style="list-style-type: none"> • 2 OKI printer 	
<ul style="list-style-type: none"> • 3 ESS communication packet 	
<ul style="list-style-type: none"> • 1 box misc stamps 	
<ul style="list-style-type: none"> • 1 HP printer tray 	
<ul style="list-style-type: none"> • 1 destroy it shredder 	

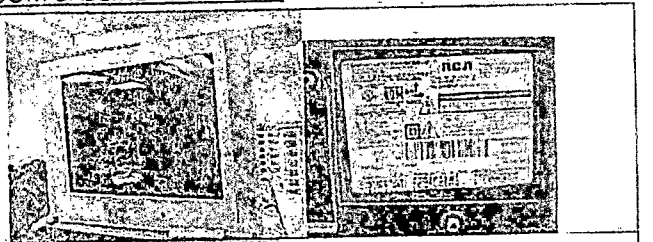


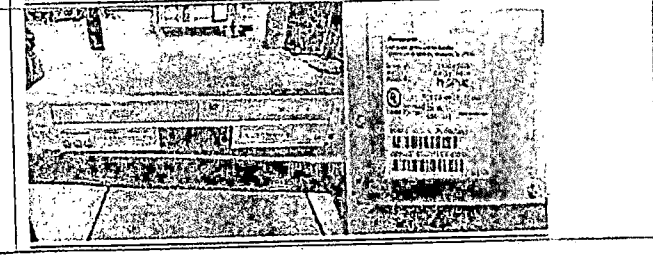
<ul style="list-style-type: none"> • 6 IBM monitors. 	
<ul style="list-style-type: none"> • 1 logitech mouse 	
<ul style="list-style-type: none"> • 11 wirelëss Microsoft mouse 	
<ul style="list-style-type: none"> • 7 HP keyboards • 8 IBM keyboards • 1 logitech keyboard 	
<ul style="list-style-type: none"> • 2 Lenovo keyboards 	
<ul style="list-style-type: none"> • 4 HP corded mouse 	
<ul style="list-style-type: none"> • 7 IBM corded mouse 	
<ul style="list-style-type: none"> • 5 lenovo corded mouse 	

<ul style="list-style-type: none"> • 1 HP P40KIN Printer 	
<ul style="list-style-type: none"> • 1 HP laserjet 600 printer 	
<ul style="list-style-type: none"> • 14 IBM computer towers 	
<ul style="list-style-type: none"> • 27 headphones 	
<p>1 HP Laserjet 6L printer</p>	
<ul style="list-style-type: none"> • 1HP Laserjet 4000 printer 	
<ul style="list-style-type: none"> • 2 HP Laserjet 6P C3980A printer 	



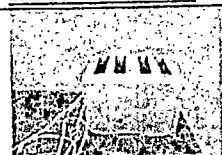


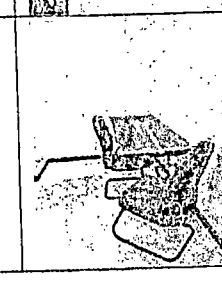
<ul style="list-style-type: none"> • 1 HP Laserjet 4 printer 	<p>.</p>	
<ul style="list-style-type: none"> • 1 Lexmark 2400 series Printer 	<p>.</p>	
<ul style="list-style-type: none"> • 15 Dymo label writer 40 	<p>.</p>	
<ul style="list-style-type: none"> • 3 Asus Tablets w/ case 	<p>.</p>	
<ul style="list-style-type: none"> • 13 Tablet Hardcases 	<p>.</p>	
<ul style="list-style-type: none"> • 20 Election signs • 10 metal stakes 	<p>.</p>	

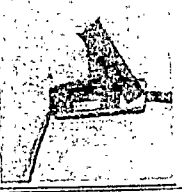
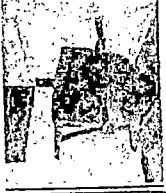
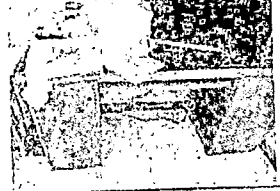
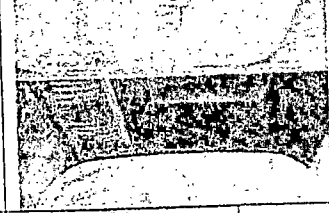
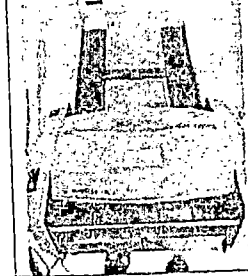

<ul style="list-style-type: none"> • 94 metal ballot cans 	
<ul style="list-style-type: none"> • 8 trash cans (metal and plastic) 	
<ul style="list-style-type: none"> • 7 boxes of thermal paper rolls 	
<ul style="list-style-type: none"> • 1 chair 	
<ul style="list-style-type: none"> • 1 meilink thermo-vault sage 	
<ul style="list-style-type: none"> • 8 Acer Aspire one 	
<ul style="list-style-type: none"> • 1 Cassida 5700 money counter 	

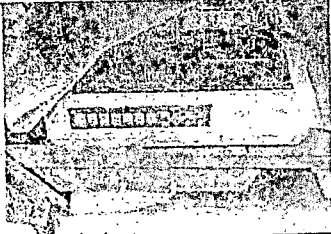
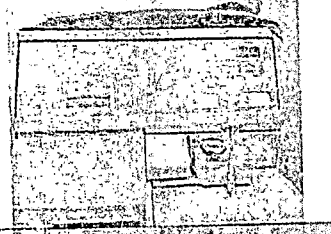
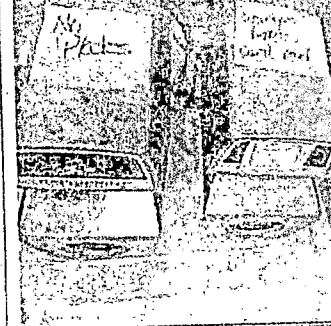
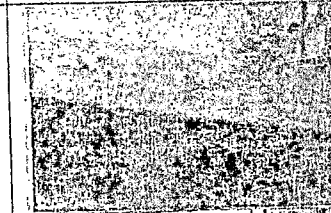

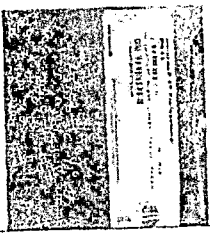
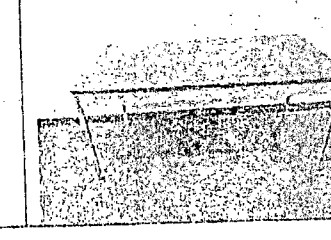
SECOND ROOM BASEMENT SURPLUS

<ul style="list-style-type: none">• 1 RCA TV 27F530T	
<ul style="list-style-type: none">• 3 rolling chairs	
<ul style="list-style-type: none">• 2 metal chairs	
<ul style="list-style-type: none">• 1 Panasonic VCR/DVD Combo	

(DOWNSTAIRS) THIRD ROOM BASEMENT-BREAKROOM

<ul style="list-style-type: none">• 1 REFRIGERATOR	
<ul style="list-style-type: none">• 1 MICROWAVE	
<ul style="list-style-type: none">• 1 TOASTER	
<ul style="list-style-type: none">• 2 CHAIRS	
<ul style="list-style-type: none">• 1 folding chair	
<ul style="list-style-type: none">• 1 TABLE• 3 black chairs	

<ul style="list-style-type: none"> • 1 KEYBOARD DESK PULLOUT 	
<ul style="list-style-type: none"> • 1 BROKEN CHAIR 	
<ul style="list-style-type: none"> • 1 desk 	
<ul style="list-style-type: none"> • 1 Console table (broke) 	
<ul style="list-style-type: none"> • 1 Martin Yale paper folder (broke) 	
<ul style="list-style-type: none"> • 1 Martin Yale Jogger 	

<ul style="list-style-type: none"> • 2 Okidata microline 520 9 pin printer 		
<ul style="list-style-type: none"> • ESS Model 650 Ballot Counter 		
<ul style="list-style-type: none"> • 4 rapid print time stamp • 1 paid print volume and page 		
<ul style="list-style-type: none"> • 2 brown table 		
<ul style="list-style-type: none"> • 1 monitor • 1 wired keyboard • 1 dell computer tower 		
<ul style="list-style-type: none"> • 1 table 		

Devices Verified By IT

Device description	Serial Number
Acer Laptop	LUSEVOD0131040A4D01601
Acer Laptop	LUSEVOD01310409F891601
Acer Laptop	LUSEVOD01310409BBE1601
Acer Laptop	LUSEVOD0131040C3041601
Acer Laptop	LUSEVOD0131040A1611601
Acer Laptop	LUSEVOD0131040AC4D1601
Acer Laptop	LUSEVOD0131040AEC11601
Acer Laptop	LUSEVOD0131040A5F16101
Acer Laptop	LUSEVOD0131040914F1601
Acer Laptop	LUSEVOD01310409FA41601
Acer Laptop	LUSEVOD01310409B0B1601
Acer Laptop	LUSEVOD01310409B5D1601
Acer Laptop	LUSEVOD0131040AA751601
Acer Laptop	LUSEVOD0131040A44A1601
Acer Laptop	LUSEVOD01310409FF31601
IBM	LKTNL3N
LENOVO	LKXHR83
IBM	KLRDZ1Y
HP	MXL92812CR
LENOVO	LX05RVV
IBM	LKTNL2P
IBM	KCPX89G
IBM	LKYH7NF
LENOVO	LKYLMVL
IBM	KLRDZ2C
IBM	KCRT0TX
IBM	LKYTN3Y
IBM	LKYM636
IBM	LKYTN3W
IBM	LKAVN88
LENOVO	LKMVMX9
LENOVO	LKYLNA6

Not Verified by IT

Device Description	Serial Number
LENOVO	LKPCP41
LENOVO	LKWGMA2
LENOVO	LKGLBZ6
HP	MXL92812D7
LENOVO	LKYLMV1
LENOVO	LKWGMA2
LENOVO	LKGLBZ6
ACER Laptop	LUSEVOD01310409FDB1601
ACER Laptop	LUSEVOD0131040A3411601
ACER Laptop	LUSEVOD01310408D291601
ACER Laptop	LUSEVOD0131040C6131601
ACER Laptop	LUSEVOD0131040A5061601
ACER Laptop	LUSEVOD01310409A001601
ACER Laptop	LUSEVOD0131040A3491601
ACER Laptop	LUSEVOD0131040D51E1601
ACER Laptop	LUSEVOD0131040A1341601
ACER Laptop	LUSEVOD01310409CAB1601

Polk County Asset Management Form

Type of Transaction (check one)

Transfer
Surplus/Salvage
Waste

✓

Date of Transaction

8/7/21

Inventory Items

Description of Equipment	Serial Number
approx 3 Hatches	2 benches
approx 35 Chairs	1 Bookshelf
approx 40 filing cabinets	
approx 20 desk	
approx 3 tables	
Election Counter	
approx 3 computer stands	
approx 5 cabinets	
approx 2 computer stands	

Transferring/Selling Dept.

Dept. Head Signature

Maintenance

Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSSED OR SALVAGED: