




**Designating Surplus/Salvage Property to be Donated to  
Habitat for Humanity**


**WHEREAS**, in a regular meeting of the Polk County Commissioners Court held June 22, 2021, those items listed on "Exhibit A", were determined to be surplus property as defined by Local Government Code, Chapter 263 Sub chapter D, Section 263 .151, consisting of various salvaged surplus, as listed on Exhibit "A" attached hereto.

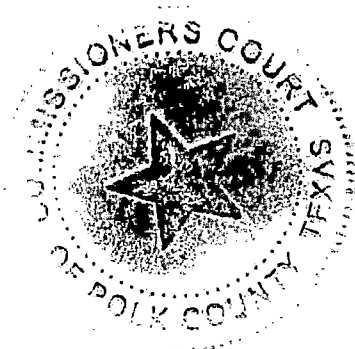
**FURTHERMORE**, pursuant to Local Government Code, Section 263.152(a)(4), The commissioners court finds that the Habitat for Humanity are qualified organizations to which the County may donate the property and the Court finds that: (A) the items did not sell at the online auction; (B) the donation serves a public purpose; and (C) the receiving organization will provide the county with adequate consideration;

**THEREFORE BE IT ORDERED**, that the Commissioners Court approves the donation of the property listed on Exhibit A attached hereto to the Habitat for Humanity for installation at the locations

**FURTHER**, Polk County recognizes that the transport and proper installation of the donated fixtures is the sole responsibility of the Habitat for Humanity.

  
Sydney Murphy, Polk County Judge

  
\_\_\_\_\_  
Schelana Hock, Polk County Clerk



# Polk County

## Asset Management Form

Type of Transaction (check one)

Transfer

Surplus / Salvage

Waste

Date of Transaction: \_\_\_\_\_

### Inventory Items

Description of Equipment	Serial Number
Filing Trays	4
Computer stands (1) Blk (1) Tan	—
Black Square Thing	
Tan Square Thing	
Primo water cooler	601090 50
Prod. Printer	UG267352N999173
(14) Filing Cabinets - 4 drawer	
(1) Filing Cabinets 2 drawer	

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   
 Surplus / Salvage   
 Waste

Date of Transaction: \_\_\_\_\_

**Inventory Items**

Description of Equipment	Serial Number
Canon adding machine	#20352591
<del>Realistic Cassette</del>	<del>_____</del>
Fujitsu Scanner model 51500	#129109
Arco Rolodex	1
Beige Rolodex	
(2) Letter Holders (for wall)	
Sharp calculating machine	CS-2680
Beige stackable pegs (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)	---
All File Folder Labels	R11-5 W
LightScribe CD-R (4)	IX-52 X
" " HP CD-R (3)	52 X
Innovera DVD-R (14)	IVR-46809
GRC IBM Wheelwriter (4)	7350-LD
Data Products typewriter	R511
" " "	R5110
Disks (10)	00350
Avery CD/DVD Label app.	051099
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  
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

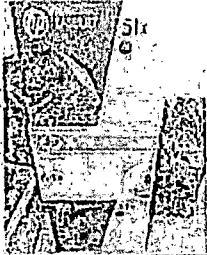



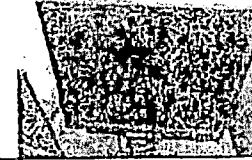
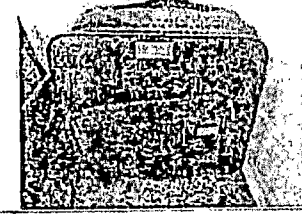
Sheleha Hoch



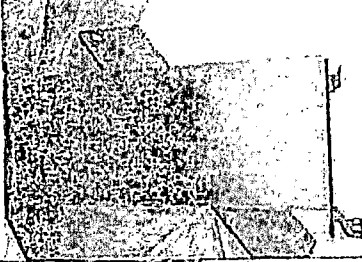

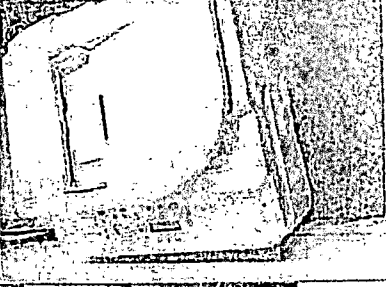

Receiving Department

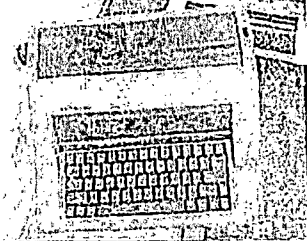

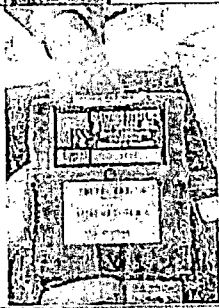
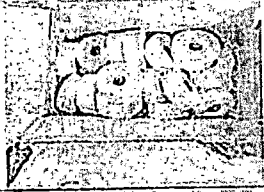

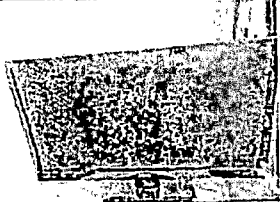

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

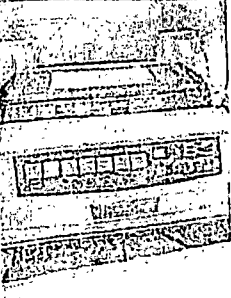
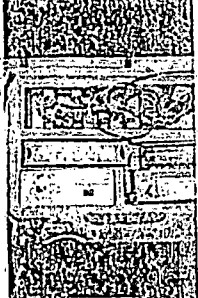

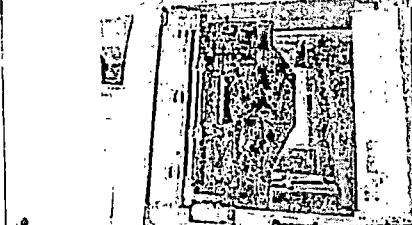
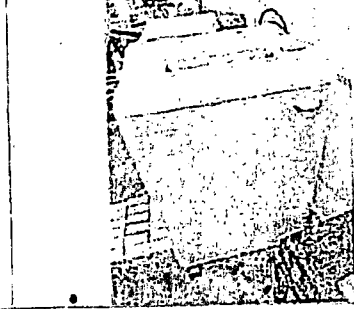
FIRST ROOM BASEMENT SURPLUS

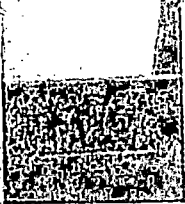


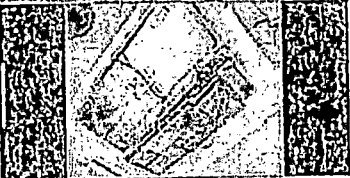

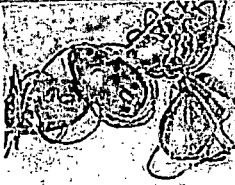


<ul style="list-style-type: none"><li>• 3 ink cartridges</li></ul>	
<ul style="list-style-type: none"><li>• 2 desk (broke)</li></ul>	
<ul style="list-style-type: none"><li>• 3 filing cabinet (broken)</li></ul>	
<ul style="list-style-type: none"><li>• 2 wired keyboards</li></ul>	
<ul style="list-style-type: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

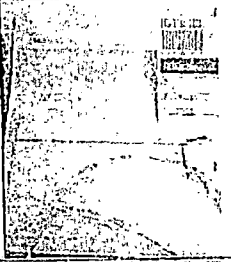
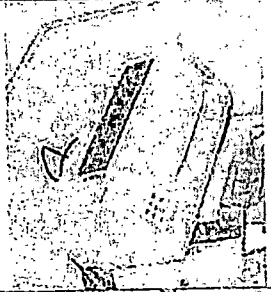
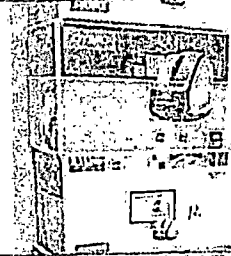
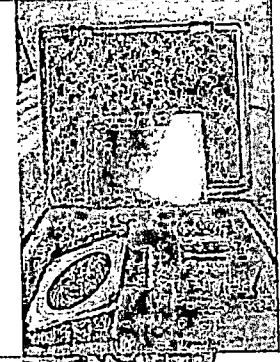
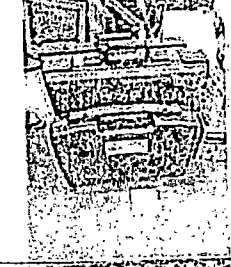

<ul style="list-style-type: none"><li>• 6 computer towers</li></ul>	
<ul style="list-style-type: none"><li>• 1 vote (cast ballot)</li></ul>	
<ul style="list-style-type: none"><li>• 2 keyboard desk pullout</li></ul>	
<ul style="list-style-type: none"><li>• 1 HP fax</li></ul>	
<ul style="list-style-type: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



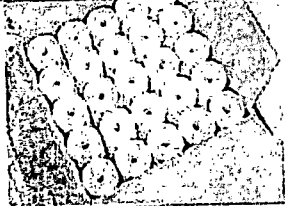
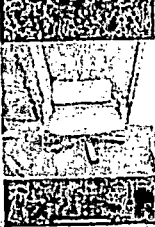
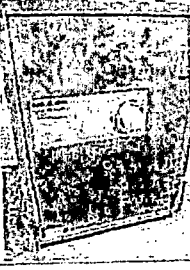
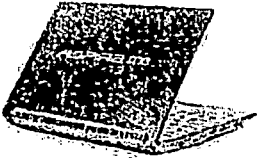
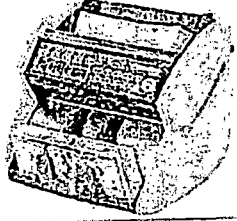
<ul style="list-style-type: none"> <li>• 1 Swintec typewriter</li> </ul>	
<ul style="list-style-type: none"> <li>• 1 nakajima typewriter</li> </ul>	
<ul style="list-style-type: none"> <li>• 128 PEBs</li> </ul>	
<ul style="list-style-type: none"> <li>• 2 boxes of labels for label writer</li> </ul>	
<ul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



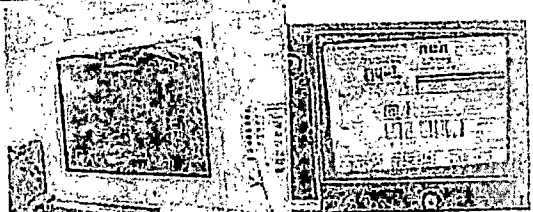

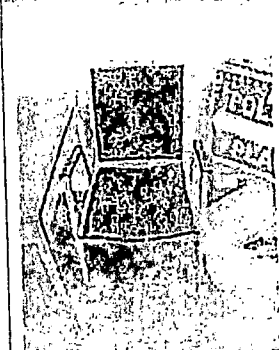
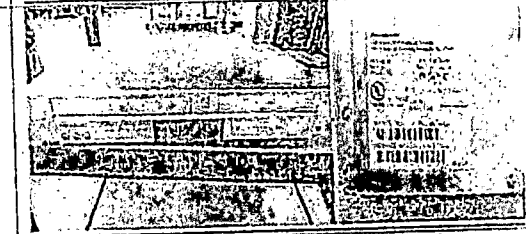
<ul style="list-style-type: none"><li>• 2 OKI printer</li></ul>	
<ul style="list-style-type: none"><li>• 3 ESS communication packet</li></ul>	
<ul style="list-style-type: none"><li>• 1 box misc stamps</li></ul>	
<ul style="list-style-type: none"><li>• 1 HP printer tray</li></ul>	
<ul style="list-style-type: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

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




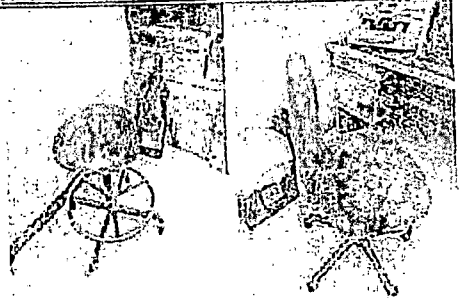
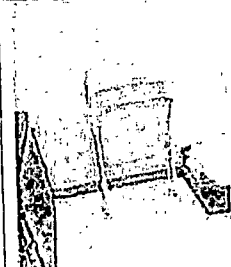

<ul style="list-style-type: none"> <li>• 1 HP Laserjet 4 printer</li> </ul>	
<ul style="list-style-type: none"> <li>• 1 Lexmark 2400 series Printer</li> </ul>	
<ul style="list-style-type: none"> <li>• 15 Dymo label writer 40</li> </ul>	
<ul style="list-style-type: none"> <li>• 3 Asus Tablets w/ case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




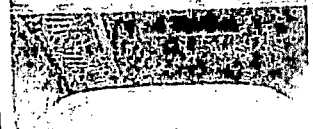
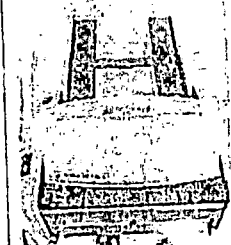

<ul style="list-style-type: none"> <li>• 94 metal ballot cans</li> </ul>	
<ul style="list-style-type: none"> <li>• 8 trash cans (metal and plastic)</li> </ul>	
<ul style="list-style-type: none"> <li>• 7 boxes of thermal paper rolls</li> </ul>	
<ul style="list-style-type: none"> <li>• 1 chair</li> </ul>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

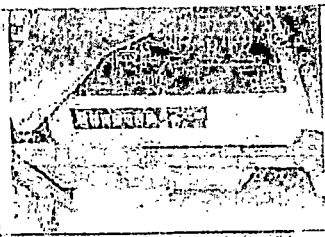
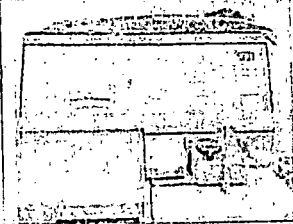


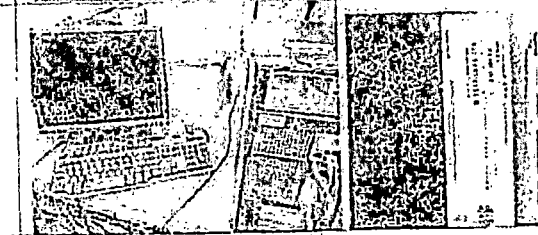
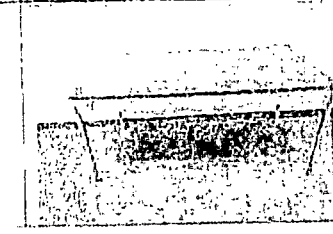
SECOND ROOM BASEMENT SURPLUS

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

(DOWNSTAIRS) THIRD ROOM BASEMENT-BREAKROOM

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

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

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



# 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

5/7/21

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 SURPLUSED OR SALVAGED:

