



Polk County, Texas

ORDER

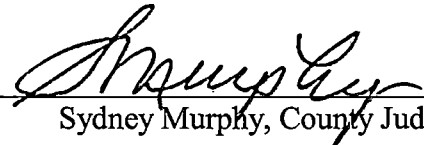
OF THE POLK COUNTY COMMISSIONERS COURT

Designating Surplus/Salvage Property and Disposition thereof

WHEREAS, in a regular meeting of the Polk County Commissioners Court held July 12, 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.

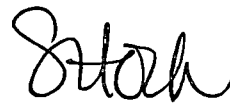


Sydney Murphy, County Judge

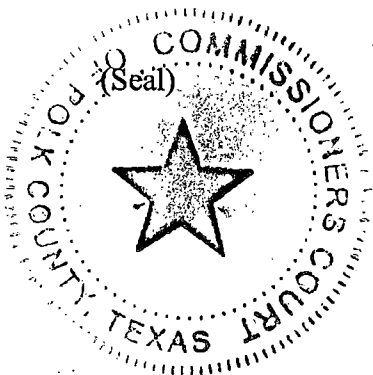
CERTIFICATE OF THE COUNTY CLERK

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 July 12, 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
Surplus/Salvage
Waste

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

Date of Transaction

Inventory Items

Description of Equipment	Serial Number
HP Printer	U62673J2N999173
Brother Printer	VNG 4615140
Kyocera Printer	FS 1350DN
3 Ink Cartridge	PGCF280XDS
1 Ink Cartridge	TN 450
2 Ink Cartridge	GTN 450XDS
2 Ink Cartridge	TK 132
1 Ink Cartridge	61
1 Ink Cartridge	63

Transferring/Selling Dept.

County Judge

Dept. Head Signature

[Signature]

Receiving Department

I.T.

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

Date of Transaction

10/23/21

Inventory Items

Description of Equipment	Serial Number
Plantronics ear piece for phone	BH922501

Transferring/Selling Dept.

Emergency Management

Dept. Head Signature

Curtney Constock

Receiving Department

Maintenance engineering

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

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Polk County

Asset Management Form

Type of Transaction (check one)

Transfer
 Surplus / Salvage
 Waste

Date of Transaction: _____

Inventory Items

Description of Equipment	Serial Number
HP Printer - Office Jet Pro 8610	CN 48JD30R
Monitor APC	model #215LM00015
1- Vodavi Phone	
1- Samsung Cell Phone	
2- Logitech Speakers	
HP Monitor	:3CR2351355
Keyboard	
Dell Monitor	#BY216 H1
Dell Keyboard	
Dell Monitor	E198WF PM (model #)
4- APC - Surge Protectors	

Transferring / Selling Department: Economic Development / County Judge

Department Head Signature: _____

Receiving Department: IT

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
wooden box on wheels w/fan	
1 - file cabinet w/ 4 drawers	
u - v w/ 5 drawers	
1 - Clear floor mat	
2 - Office desks	
1 - Small computer desk	
2 - drawer file cabinet	
2 - sm trash cans	
1 - Bulletin board	
1 - long table	
1 - Metal shelf	
1 - sm book shelf	

Transferring / Selling Department: Economic Development / County Judge

Department Head Signature: _____

Receiving Department: 1

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

Date of Transaction

7/9/2021

Inventory Items

Description of Equipment	Serial Number
Sharp Copier	75055907

Transferring/Selling Dept.

Grants + Contracts

Dept. Head Signature

Receiving Department

County Clerk Poirigan

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

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Polk County Asset Management Form

Type of Transaction (check one)

Transfer
 Surplus/Salvage
 Waste

✓

Date of Transaction

7/2/2021

Inventory Items

Description of Equipment	Serial Number
Autoseal Sheet Cutter	1511 FORMAX
Folder Insertor	FB6202 FORMAX
BROTHER FAX 4750C	U60283J2V398783 Intel Business Class SUPER G3 LASAR FAX
BROTHER PRINTER HL5250DN	U61444FLJ574-998 PRINTER
SHIMWOOD Money Counter	SB100
ROYAL SOVEREIGN	REC 1000
(2) CAJON CALCULATOR	MP49.D

Transferring/Selling Dept.

TREASURY Dept.

Dept. Head Signature

Terri Williams

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

Date of Transaction

6/23/21

Inventory Items

Description of Equipment	Serial Number
uniforms one piece for phone	XXXXXXXXXX
uniform raincoat	NONE
uniform light weight jacket - 3	NONE
uniform heavy weight jacket	NONE
11 uniform short sleeve shirts	NONE

Transferring/Selling Dept.

Emergency Management

Dept. Head Signature

Courtney Christock

Receiving Department

Maintenance Engineering

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

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