



**COMMISSIONERS COURT
COMMUNICATION**

AGENDA DATE : July 2, 2012

CONSENT OR REGULAR: Consent

CONTRACT REFERENCE NO
(IF APPLICABLE): _____

SUBJECT: Approve and authorize the transfer of items and removal from inventory, as listed in the backup, from the District Clerk's Office to the Purchasing Department.

BACKGROUND/DISCUSSION OF TOPIC: Removal of inventory items.

FISCAL IMPACT: N/A

PRIOR COMMISSIONERS COURT ACTION (IF ANY): N/A

RECOMMENDATION: N/A

COUNTY ATTORNEY APPROVAL

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY:

LEGAL REVIEW:

LEGAL REVIEW NOTES (If Applicable):

DATE:

SUBMITTED BY: Norma L. Favela. District Clerks Office

Items to be turned in to Purchasing

	Barcode Number	Sublocation	Major Class	Serial Number	Description
	0029131	Expungements	File		Filing Cabinet 4 Drw. (Cebada W/H)
	0032970	Admn.	Lectern		Podium-Floor Model Wood Walnut 3 Shelves/Casters
	0054173	Criminal	Chairs		Chair-Steno Fabric/Metal Rose Arms
	0055669	Surplus	Tables		Table-Work Wood Walnut 36"
	0056814	Expungements	Tables		Table-End Fiberglass Black 24" x 24"
	0056815	Expungements	Tables		Table-End Fiberglass Black 24" x 24"
	0066202	MDR	Cabinet		Cabinet-First Aid Kit Plastic White 9" x 16" x 25"
	0066204	Vault	Cabinet		Cabinet-Storage Wood Light Oak 23" x 34" x 36"/2 Dr./Lock
	0066418	Vault	Shelving		Shelving-Closed Back Stationary Metal Beige 13" x 26" x 85"/7 Dr.
	0066425	Vault	File		File Cabinet-Index 5" x 8" Metal Tan 7 Drw./Lock
	0066479	Vault	File		File Cabinet-Letter Gray 5 Drw.
	0074323	Accounting	File		File Cabinet-Letter Gray 4 Drw.
	0076550	Passports	File		File Cabinet Legal Metal Black 4 Drw. w/ Lock
	0089810	384 th	OffeQP		Stapler Electric Gray
	0103493	Passports	Safe	Y916221	Safe Compact Combination Lock, 2.3 Cu. Ft., 26" x 20" x 21"
	0109043	Vault	File		Cabinet-Microfiche, Beige, 11 Drawer
	137755	Passports	Chairs		Chair Guest (Passport Office)