



COMMISSIONERS COURT
COMMUNICATION

AGENDA DATE: 01/07/2013

CONSENT OR REGULAR: Consent Agenda _____

CONTRACT REFERENCE NO
(IF APPLICABLE): NA

SUBJECT: Approve and authorize the transfer and removal of inventory items from the Sheriff's Office-Traffic Division to the Purchasing Department. See attachment.

BACKGROUND/DISCUSSION OF TOPIC: Authorize and approve the above Department to remove from inventory and transfer to the Purchasing Department for a future auction.

FISCAL IMPACT: These items for the Purchasing Department are obsolete, broken and no longer in use, from the above Department.

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

RECOMMENDATION: To approve and authorize the transfer.

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:

Joe Lopez, Assistant Purchasing Agent (915) 546-2048

EL PASO COUNTY SHERIFF'S OFFICE



Inter-Office Memorandum

Date: December 19, 2012
To: Lucille Samuel, Budget Operations Manager
Through: Commander Kevin Lanahan *Amorale*
From: Sgt. R. Almanza #1287 *R*
Subject: Disposal of County Equipment

The following items are not serviceable or repairable:

<u>Item</u>	<u>CC Number</u>	<u>Serial Number</u>
1. Canon PowerShot A590 IS camera	142894	7022371847

All items are located at Sheriff's Office Headquarters, 1st Floor, Room 199 (Traffic Office) and are ready for disposal.

Thank you.
