

MAR 11 2013

**REQUEST FOR AGENDA PLACEMENT FORM**

Submission Deadline - Tuesday, 12:00 PM before Court Dates

**SUBMITTED BY:** MARGARET COOK

**TODAY'S DATE:** MARCH 5, 2013

**DEPARTMENT:** PURCHASING

**SIGNATURE OF DEPARTMENT HEAD:** MARGARET COOK, CPPB

**REQUESTED AGENDA DATE:** MARCH 11, 2013

**SPECIFIC AGENDA WORDING:** Consider and declare surplus under Local Government Code 263.152 (a)(1) miscellaneous items as shown on attach list.

**PERSON(S) TO PRESENT ITEM:** MARGARET COOK, CPPB

**SUPPORT MATERIAL:**

**TIME:** 5 min

**ACTION ITEM:**   x  

**WORKSHOP**

(Anticipated number of minutes needed to discuss item)

**CONSENT:** \_\_\_\_\_

**EXECUTIVE:** \_\_\_\_\_

**STAFF NOTICE:**

**COUNTY ATTORNEY:** x

**IT DEPARTMENT:**

**AUDITOR:** \_\_\_\_\_

**PURCHASING DEPARTMENT:** \_\_\_\_\_

**PERSONNEL:** \_\_\_\_\_

**PUBLIC WORKS:** \_\_\_\_\_

**BUDGET COORDINATOR:**

**OTHER:**

\*\*\*\*\*This Section to be Completed by County Judge's Office\*\*\*\*\*

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_ Date \_\_\_\_\_

# Purchasing Warehouse Surplus

3/5/2013

Asset #	Description
	(3) Filing Cabinets
	(17) Misc Chairs
	(6) Monitors
	(1) Box of keyboards
	(5) T.V.'s
	Fax machine
	(2) Mobile equipment
	Tow Hitch
	Pressure washer/ Broken
	(2) Folding tables/ Broken
	(4) totes of clipboards
98-2023	Paper Folder
13541	Xerox Copier