

**Approved**

Commissioners Court

**REQUEST FOR AGENDA PLACEMENT FORM**

AUG 14 2017

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

**SUBMITTED BY:** Ralph McBroom  
**TODAY'S DATE:** August 4, 2017

**DEPARTMENT:** Purchasing

**SIGNATURE OF DEPARTMENT HEAD:**

**REQUESTED AGENDA DATE:** August 14, 2017

**SPECIFIC AGENDA WORDING:** Consideration and approval to remove the following nine items from the Johnson County Inventory in accordance with the Johnson County Inventory/Fixed Asset Policy and Procedures Manual Section 3.10.4 Missing Assets.

- 1ea. Digital Camera System JOCO ID 000000982753
- 1ea. HP 4250N LaserJet Printer JOCO ID 000000981035
- 1ea. Night Vision Scope JOCO ID 0000000981507
- 1ea. Dell GX270 CPU JOCO ID 000000981749
- 1ea. Dell Latitude Laptop JOCO ID 000000981946
- 1ea. M.O.Multiquip 6000 Watt Generator JOCO ID 000000981478
- 1ea. PSI 4500 Reconditioned Survivor JOCO ID 000000981511
- 1ea. HP C4251A LaserJet Printer JOCO ID 000000981543
- 1ea. HP 7800 CPU JOCO ID 000000982717

**PERSON(S) TO PRESENT ITEM:** Ralph McBroom

**SUPPORT MATERIAL:** See attachment

**TIME:** 5 min

**ACTION ITEM:** X  
**WORKSHOP:**  
**CONSENT:**  
**EXECUTIVE:**

**STAFF NOTICE:**

**COUNTY ATTORNEY:**  
**AUDITOR:**  
**PERSONNEL:**  
**BUDGET COORDINATOR:**

**IT DEPARTMENT:** X  
**PURCHASING DEPARTMENT:**  
**PUBLIC WORKS:**  
**OTHER:** Sheriff Office

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

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

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

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

Date \_\_\_\_\_

# JOHNSON COUNTY SHERIFF'S OFFICE

ADAM KING  
SHERIFF



JAMES SAULTER  
CHIEF UNIFORM DIVISION

July 26, 2017

To: Johnson County Commissioners Court  
Johnson County Purchasing Agent, Ralph McBroom

From: Chief Deputy Mark Reinhardt  
Johnson County Sheriff's Office

**Approved**

Commissioners Court

AUG 14 2017

The Johnson County Sheriff's Office requests the Courts approval to authorize the purchasing agent of Johnson County to remove the below listed items from inventory.

- 1ea. Digital Camera System JOCO ID 000000982753
- 1ea. HP 4250N LaserJet Printer JOCO ID 000000981035
- 1ea. Night Vision Scope JOCO ID 0000000981507
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These items have been missing prior to the installation of this administration in January of 2017. With the assistance of the I.T. Department, the County Auditor, and the Purchasing Department, a diligent search has been completed. These items been listed as missing through the past three inventories and may now be removed from the Johnson County inventory.

Respectfully,

Chief Deputy Mark Reinhardt  
Admin/CID/Jail  
Johnson County Sheriff's Office