

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 2-5-2025

Meeting Date: 2-25-2025

Submitted By: Lance Anderson

Department: Purchasing

Signature of Elected Official/Department Head:



Court Decision:
This section to be completed by County Judge's Office
 <div style="position: absolute; bottom: 20px; right: 20px; color: red; font-weight: bold;">2-24-25</div>

Description:

Consider and approve to remove & dispose of Deed Binder Covers approved for surplus July 24, 2023 & 3 additional pallets of same item. Unable to sale. LGC 263.152 (3)(a).

(May attach additional sheets if necessary)

Person to Present: Lance Anderson

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) ☒ PUBLIC ☐ CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: (check one)

☐ Action Item ☒ Consent ☐ Workshop ☐ Executive ☐ Other _____

Check All Departments That Have Been Notified:

☐ County Attorney ☐ IT ☒ Purchasing ☐ Auditor
☐ Personnel ☐ Public Works ☐ Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**

Approved in CC on 9/11/2023



COMMISSIONERS COURT

JUL 24 2023

AGENDA PLACEMENT FORM

(Submission Deadline – Tuesday, 12:00 PM before Regular Court Meetings)

Date: 7-13-2023

Approved

Meeting Date: 7-24-2023

Submitted By: Ralph McBroom

Department/Office: Purchasing

Signature of Director/Official: _____

Agenda Title:

Surplus for online Auction

Public Description (Description should be 2-4 sentences explaining to the Court and the public what action is recommended and why it is necessary):

Consider approval to declare miscellaneous items as surplus pursuant to LGC 263.152 (a)(1)
and place on Rene Bates Auction. All hard drives and memory removed.

(May attach additional sheets if necessary)

Person to Present: Ralph McBroom

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC ☒ CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: Consent (Action Item, Workshop, Consent, Executive)

Check All Departments Requiring Notification:

County Attorney ☒ IT ☒ Purchasing ☒ Auditor

Personnel Public Works Facilities Management

Other Department/Official (list) STOP

Consider to Declare Surplus

L.G.C. 263. 152 (a) (1)

98-6302		Motorola XTL 1500 radio (does not work)	775CMZ0903	SO
		Metal shelf		Dist. Clerk
		Honeywell air purifier		CAL2
		Iris pen scanner		CAL2
		Electric stapler		CAL2
		3-Hole punch, mouse, phone receiver, calendar base		CAL2
13106		Canon IR5000 copier	KGP05609	Dist. Clerk
	4	Black office chairs		Co. Clerk
		Four-drawer file cabinet		Co. Clerk
		Fellows paper shredder		Co. Clerk
985166		Canon copier	LYA03349	FM
983129		Canon copier	21DQX02236	Treasurer
	1218	Deed Bookbinders		Co. Clerk
		Toshiba DVD & VHS recorder		Dist. Clerk
982295		MBM folding machine	16001257	Dist. Clerk
984460		MBM folding machine	11160235	Dist. Clerk
		Microfilm scanner		Dist. Clerk
		Black office chair		Dist. Clerk
3543		Lexmark printer		Dist. Clerk
		Hole punch		Dist. Clerk
		2014 Kawasaki 250 motorbike	JKAKXMZC5EA015274	STOP
		1999 Honda XR8 motorbike	JH2JE0107XXE02599	STOP
		2003 Honda CR2 motorbike	JH2ME03383M507340	STOP
		2008 Honda CBR motorbike	JH2SC590X8M008571	STOP
		2011 Honda CR4 motorbike	JH2PE0537BK901853	STOP
	5	Taser Holters		Const. 1
28390		Body camera w/GPS night vision	17639	Const. 1
28391		Body camera w/GPS night vision	17650	Const. 1
28575		Body camera w/GPS night vision	29000	Const. 1
		Body camera w/GPS night vision	P20A2730	Const. 1
		Misc. paperback law books		CAO
	22	Vernon statutes		CAO
		Set of speakers		CAO
	4	Toners		CAO
		Desk trays and office equipment		CAO
		Computer stand		CAL2
		Office chair		CAL2
	2	Side chairs		CAL2
		Filing trays and wire shelves		Dist. Clerk
	2	Boxes of misc. office supplies		Dist. Clerk
		Monitor stand		Dist. Clerk
		Ergonomic desktop		Dist. Clerk

JOHNSON COUNTY PURCHASING DEPARTMENT
TRANSFER OF PROPERTY

Fill in all information that applies to transfer. Check applicable box below.

Transfer to Department	
Transfer to Surplus	XX
Transfer to Salvage	

Date: 1/27/25

Inventory Tag#: — 0 —

From Department: County Clerk Dept. No: 4030

Receiving Department: Purchasing Surplus Dept. No: 7000

Inventory Description (equipment, vehicle, furniture, type, color, etc.):

5 Black leather chairs (4 reg and 1 high)

3 pallets of bookbinders

(white Deed Records 504-507, 509-1098)(7 white Oil & Gas)(9 red Probate mins)

Year: _____ Make: _____ Model: _____

Serial/VIN #: _____

If Seized Equipment, include Cause # _____ and attach applicable paperwork.

Transaction approved by Commissioner's Court: _____ (if applicable)

Mikki Oregon
From Elected Official/Department Head

Date

1-27-25
Date

To Elected Official/Department Head

Date

S. White
Purchasing Agent or Designee

1-27-25
Date

Purchasing Department Only:

Entered into Inventory system: Date: _____ Initials: _____

Notations: _____

Send original to Purchasing Department. Keep a copy for Department records.