



Travis County Commissioners Court Agenda Request

Meeting Date: March 13, 2012

Prepared By/Phone Number: Ron Dube, 854-6458

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language:

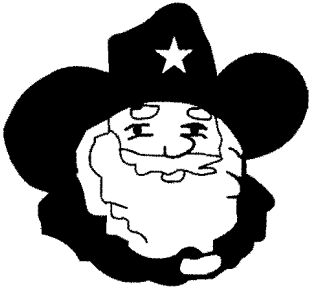
DECLARE TWO PALLET JACKS AS SURPLUS PROPERTY AND DONATE TO THE BROWN SANTA PROGRAM, A NON-PROFIT CIVIC ORGANIZATION, PURSUANT TO SECTION 263.152(A)(4) OF THE TEXAS LOCAL GOVERNMENT CODE.

Purchasing Recommendation and Comments: Purchasing recommends approval of requested action. This procurement action met the compliance requirements as outlined by the statutes.

Brown Santa is a non-profit organization that continues to grow after twenty eight years of service. The two pallet jacks will help as their needs continue to grow.

These assets are currently assigned to the kitchen at TCCC, as they have been replaced; they are located at the Purchasing Warehouse.

In accordance with the Local Government Code 263.152 (a)(4), the County is permitted to dispose of surplus property without competitive bidding or an auction if the recipient is a civic or charitable organization located in the county.



TRAVIS COUNTY SHERIFF'S OFFICE
BROWN SANTA PROGRAM

February 27, 2012

Travis County Commissioners' Court

RE: Fixed Assets transfer

To Whom It May Concern:

The TCCC Kitchen area has two pallet jacks that are being replaced, and removed from service. The Fixed Assets numbers for these two items are #106802 and #137919.

We respectfully ask that those two pallet jacks be donated to the Travis County Brown Santa program. This community service event has continued to grow over it's 28 years of service. The program can always use extra equipment, such as these pallet jacks, to ease some of the heavy lifting.

Thank you.

A handwritten signature in cursive script that reads "Diana Lockhart".

Diana Lockhart

Secretary, Brown Santa Board of Directors

512/247-2682, (512/24-SANTA)