

Equipment For Auction Notice

To All Department Heads:

If your department has equipment that needs to go to auction, or because they can no longer be used, the following needs to be done:

For any **monitors, printers, UPS's, phone systems, scanners, or other related equipment** that need to be transferred, please contact the Computer Center at (956) 544-0818 to make arrangements for equipment transfers. If there are any other questions, be sure to contact the Computer center as soon as possible.

Any **furniture** that needs to be removed from your department, please contact Building Maintenance at (956) 544-0823 so that they can be picked up. This includes:

-Chairs

-Desks

-Cabinets

-Tables

-Shelves

If your department has **small office supplies** that are no longer needed, you will need to deliver them to Building Maintenance Dept.

Example: Staplers, Hole-punchers, Card holders, Stand-alone phones, RCAs, etc.

Building Maintenance will prepare these items to sell in an upcoming auction. Contact them if there are any other questions.

***DO NOT forget to fill out and sign transfer forms when items are being picked up. Then make sure the transfer forms are sent immediately to Miguel Mendo – Purchasing Dept. Miguel.mendo@co.cameron.tx.us.**