

STATE OF TEXAS §

COUNTY OF TRAVIS §

INTERLOCAL AGREEMENT

for Provision of Equipment and Consumables

THIS CONTRACT is made by and between the State of Texas, acting by and through the Texas Department of Motor Vehicles, hereinafter called the "department" or "TxDMV," and the County of Collin, Texas, acting by and through its duly authorized officials, hereinafter called the "county."

WITNESSETH

WHEREAS, the department is statutorily responsible for administering motor vehicle titles and registrations pursuant to Texas Transportation Code Chapters 501, 502, 504 and 520; and

WHEREAS, the county tax assessor-collector acts as agent for the department in the administration of motor vehicle titles and registration; and

WHEREAS, Texas Transportation Code §501.023 provides that to obtain a vehicle title an owner must apply to the county tax assessor-collector; and

WHEREAS, Texas Transportation Code §502.040 provides that an application for vehicle registration is made through the county tax assessor-collector; and

WHEREAS, the department maintains an automated system for the uniform administering of motor vehicle titles and registration, hereinafter identified as the automated registration and title system (RTS); and

WHEREAS, equipment is necessary for the processing of motor vehicle titles and registration; and

WHEREAS, the department and the county desire that equipment procured by the department, hereinafter identified as the "equipment," be installed and operated at location(s) under the jurisdiction of the county; and

WHEREAS, associated policies and procedures for the county use of the equipment are found in the department's County Equipment Guide and in Title 43, Texas Administrative Code (TAC), Sections 217.71-.74; and

WHEREAS, the department will furnish the equipment to the county provided the county agrees to adhere and comply with the County Equipment Guide and the requirements established in this agreement; and

WHEREAS, the department provides the county with certain consumable materials that are integral to the administration of motor vehicle titles and registrations, including disabled placards, cardboard tags, forms, license plates, registration sticker paper, toner cartridges, registration receipt paper, department ad campaign supplies, and other materials (hereinafter referred to as "consumables"); and

WHEREAS, the department and the county are authorized to enter into interlocal contracts or agreements under the authority of Texas Government Code, Chapter 791; and

WHEREAS, on the 20th day of August, 2019, the Collin County Commissioners Court Order or Resolution No. 2018-088-0820 attached and identified as "Attachment C," authorizing the county's execution of this agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties do hereby agree as follows:

I. CONTRACTING PARTIES:

The Texas Department of Motor Vehicles (TxDMV or department)
Collin (County)

II. PURPOSE: Provision of Equipment and Consumables to counties to administer motor vehicle title and registration transactions.

III. STATEMENT OF SERVICES TO BE PERFORMED: TxDMV and the county will perform statutorily required functions related to administering titles and registrations of motor vehicles as described in Attachment A, Scope of Services.

IV. CONTRACT PAYMENT: Each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.

V. TERM OF CONTRACT: This contract begins when fully executed by both parties and terminates six years from the date this contract is executed by the state, or when otherwise terminated as provided in Attachment B, Article 4 of this Agreement.

VI. CONTINUING CONTRACT OBLIGATIONS: The obligations and requirements of this contract are not affected by a change in personnel at the county or at the department, including a change in elected or appointed officials.

VII. LEGAL AUTHORITY: The parties certify that the services provided under this contract are services that are properly within the legal authority of the Contracting Parties.

The County Commissioners Court, by resolution or ordinance dated August 26, 2019 has authorized the county to obtain and provide the services described in Attachment A.

This contract incorporates the provisions of Attachment A, Scope of Services, Attachment B, General Terms and Conditions, Attachment C, Resolution or Ordinance, Attachment D, RTS Workstation Lease Agreement, Attachment E, Designation of Equipment Custodian, Attachment F, County Equipment List.

FOR THE COUNTY

Collin (Name of County)

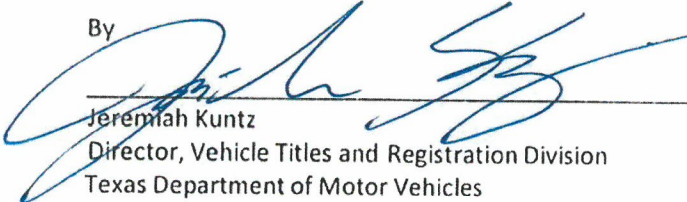
By [Signature] Date 29 AUG 2019

Typed or Printed Title and Name
County Judge Chris Hill

FOR THE STATE OF TEXAS

Executed for the Executive Director and approved by the Texas Department of Motor Vehicles Board for the purpose and effect of activating and/or carrying out the orders, established policies, or work programs approved and authorized by the Texas Department of Motor Vehicles Board.

By



Jeremiah Kuntz
Director, Vehicle Titles and Registration Division
Texas Department of Motor Vehicles

Date

9/25/19

ATTACHMENT A

Scope of Services

The department will continue to provide equipment, consumables, and support to the county to facilitate the county in administering motor vehicle title and registration transactions, under the following conditions:

The department shall:

1. Provide workstations and equipment in accordance with guidelines set forth in the County Equipment Guide. On an annual basis, the department will provide the county a list of the equipment then assigned to the county. Attachment F, County Equipment List, will be renewed as according to the County Equipment Guide, and will become part of this agreement. The department retains full and complete ownership of the equipment and nothing in this agreement shall grant to the county, its officers, employees, or contractors, ownership in the equipment;
2. Maintain all the hardware and software necessary to support the equipment at approved county tax assessor-collector office locations;
3. Provide the county with the opportunity to lease additional workstations at county expense. A copy of the lease agreement is incorporated into this agreement and is found in Attachment D. Leased workstations are the property of the department;
4. Determine the county's annual needs of VTR-500-RTS paper and toner cartridges, based on historical use, as described in the County Equipment Guide. VTR-500-RTS paper and toner cartridges in excess of the department's determination are available at county expense;
5. Provide basic web-based training for county staff on the processing of title and registration transactions. Additional instruction, training, webinars and user guides may be provided as system adjustments and enhancements are made; and
6. Provide online access to department registration and title manuals.

The county shall:

1. Designate a person employed by the county to serve as the primary equipment custodian, whose responsibility it is to track equipment received by the county pursuant to this agreement. The county will designate the primary equipment custodian in Attachment E of this agreement, and may designate secondary equipment custodians if needed for multiple sites. The primary equipment custodian, in addition to the county itself, is responsible for ensuring compliance with the County Equipment Guide, which is adopted by reference to this agreement. If the County Equipment Guide is updated by the department, the primary equipment custodian must ensure that appropriate county personnel are informed of the update. The primary equipment custodian is also responsible for preparing the county for periodic equipment refreshes. Should the primary or secondary custodians cease employment with the county, the county shall appoint new custodians and update Attachment E.
2. Report lost or stolen equipment to the department within 48 hours of discovery, as provided by the County Equipment Guide. A copy of any resulting police report shall be provided to the department within five business days;

3. Reimburse the department for the replacement cost of lost, stolen or damaged (not due to natural disaster) equipment. The department will invoice the county in accordance with the County Equipment Guide;
4. Not dispose of, transfer, resell, or designate as surplus any of the equipment or consumables provided through this agreement;
5. Process transactions in compliance with the Transportation Code and the department's title and registration manuals and related bulletins;
6. Turn in defective consumables for replacement to the department's local regional service center to which the county is assigned;
7. Ensure all county personnel (or those acting on its behalf) are adequately trained to administer motor vehicle title and registration transactions on behalf of the department;
8. Provide all personnel who use department workstations with training on confidentiality and fraud detection; and
9. Ensure access to department equipment and systems by terminated employees is removed within 48 hours of termination.

ATTACHMENT B
General Terms and Conditions

Article 1. Amendments

The Interlocal Agreement, Scope of Services, and General Terms and Conditions may be amended upon agreement by both parties, without the need to execute a new contract.

The department may update and make changes to the County Equipment Guide and appendices not listed above unilaterally.

Article 2. Conflicts Between Agreements

If the terms of this contract conflict with the terms of any other contract between the parties, the most recent contract shall prevail.

Article 3. Ownership of Equipment

All equipment provided by TxDMV under this contract is and will remain the property of the TxDMV.

Article 4. Suspension or Termination

This contract may be terminated by any of the following conditions:

- A. By mutual consent and agreement of the parties.
- B. By either party after thirty days written notice.
- C. By TxDMV, should it determine at any time that the County has failed to comply with any of the requirements in this agreement.

Should termination of this agreement occur, the County shall allow TxDMV to remove its equipment. TxDMV shall remove equipment within a reasonable amount of time.

In lieu of termination, should TxDMV determine at any time that the County has failed to comply with any of the requirements in this agreement, TxDMV may suspend access to the automated registration and title system at one or all County locations until such failure is corrected.

Article 5. Compliance with Laws

The parties shall comply with all federal, state, and local laws in any manner affecting the performance of this agreement.

Article 6. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

Article 7. Unauthorized Use of Equipment

The county is provided complete workstations to access RTS. Thus, absent written approval by TxDMV, no additional equipment, hardware, or software may be installed or attached to a workstation.

The equipment may not be moved, relocated, manipulated, disassembled, or reassembled without written approval by TxDMV. This includes attempts to repair the equipment. Absent written approval by TxDMV, workstations may only be used to access RTS.

Article 8. Confidentiality

The county understands that TxDMV collects and maintains confidential and sensitive information and that TxDMV permits access to this data by this agreement. The county is responsible, by law and through this agreement, for maintaining the confidentiality of that data. The county may only disclose confidential information in accordance with Transportation Code Chapter 730, Government Code Chapter 552, and this agreement. The county understands and agrees that the unauthorized release of confidential information may subject its officers, employees, and contractors to liability or prosecution, and may result in the termination of this contract.

The county understands and agrees that any access to RTS granted by the department, including any logins and passwords, are confidential and that said access will not be disclosed to unauthorized persons. Attempts to circumvent department security devices or protocols, by unauthorized software, hardware, or other means, is expressly prohibited and may result in liability or prosecution and termination of this contract.

ATTACHMENT C
Resolution or Ordinance

On the 20th day of August, 20 19, the Collin County
Commissioner's Court passed Resolution No. 2018-088-08-20, hereinafter identified by reference,
authorizing the County's participation in this Agreement.

Please attach a copy of the Resolution or Ordinance to this Agreement.

ATTACHMENT D
RTS WORKSTATION LEASE AGREEMENT

STATE OF TEXAS

COUNTY OF _____

THIS AGREEMENT is made between the Texas Department of Motor Vehicles "TxDMV" or "department" and the "county" pursuant to Texas Transportation Code, Section 520.0093, for the purposes of providing the County of _____, Texas an option to lease additional Registration and Title System ("RTS") workstations directly from the State. This agreement is incorporated into the Interlocal Agreement for Provision of Equipment and Consumables ("County Agreement") and is subject to the provisions of the County Agreement and the County Equipment Guide, including but not limited to provisions relating to: equipment installation, RTS programming and hardware/software configuration, security, maintenance, equipment repair and replacement, equipment movement, unauthorized equipment use, building electrical requirements, accountability/inventory of equipment, training, and supplies.

1. If the county desires additional RTS workstations beyond what is allocated by the department, the workstations may be leased at county expense from the department.
2. The cost of leasing a basic RTS workstation¹ will be \$350 per year plus \$11 per year for an eLearning account, for a total annual lease cost of \$361. If a cable drop is needed for a workstation, there is a one-time cost of \$180 per drop. For workstations that are leased by the county for placement in a full service deputy ("FSD") office, there is an additional annual cost of \$4,260 per full service deputy site, per year to cover the T1 circuit cost.
3. Lease charges are billed annually on the county's annual invoice. Lease costs are prorated for the first year of the lease term based on the installation date, and the prorated amount will be included on the county's next annual invoice.
4. The county may request the department remove the leased equipment at any time. The equipment will be removed within 30 days of the request being received by TxDMV. The county will forfeit any portion of the annual lease fee that remains.
5. Costs for leased equipment and services are subject to change annually.
6. The county will indicate equipment requirements below (by site and quantity). Total annual costs can be projected using the table provided. TxDMV will compute final costs and the county will be billed in accordance with paragraphs 2 and 3 above.
7. In addition to the provisions of the original County Agreement, TxDMV's responsibility for equipment installed at FSD sites (i.e., privately owned, for-profit enterprises performing motor vehicle title and registration transactions for the county tax office) is limited to ensuring the equipment remains operational. The county will be responsible for all training, forms, supplies, user policy and procedures, etc., associated with this offsite equipment. This agreement will remain in force for as long as the County Agreement remains effective.

¹The Basic RTS Workstation includes all standard items for full functionality (monitor, CPU, keyboard, mouse, printer, software, support, and cash drawer, if necessary), in a normal environment.

8. Workstations identified below that are leased under the provisions of this agreement will be installed following approval of the County Commissioner's Court and after signature by the County Judge (or a designee when supported by a certified copy of the Commissioner's Court Order or Resolution, which must be attached) and counter signed by the Director of the Vehicle Titles and Registration Division of the Texas Department of Motor Vehicles.

The County of _____, Texas will lease _____ additional RTS workstation(s) to be installed at the following County Tax Office or full service deputy location(s).

Site Type County or FSD	New (N) or Existing (E) Site	Site Name	Site Address	Workstation Quantity

	Item	Site Name	Quantity	Individual Item Cost	Total Annual Cost
1.	RTS Workstation, Basic ¹ (non-FSD site)			\$361.00	
2.	RTS Workstation, Basic ¹ (FSD site)			\$361.00	
3.	T1 Circuit Cost (FSD sites only -- one annual circuit charge per FSD site)			\$4,260.00	
				Annual Lease Cost	\$ 0.00

Note: cable drops are an additional \$180 each and charged in first year only

County Judge

Date

Jeremiah Kuntz
Director, Vehicle Titles and Registration

Date

County

¹The Basic RTS Workstation includes all standard items for full functionality (monitor, CPU, keyboard, mouse, printer, software, support, and cash drawer, if necessary), in a normal environment.

ATTACHMENT E

Designation of Equipment Custodian(s)

The county is required to designate a primary equipment custodian who is responsible for the tracking of equipment assigned to the county by the department pursuant to this agreement. The county may choose to designate secondary equipment custodians who are responsible for equipment at county sites where equipment provided through this contract is located.

Primary County Equipment Custodian

County	Collin
Name	Angie Lynn Mossolle
Email	amossolle@collincountytx.gov
Phone Number	(972) 547-5012
Physical Address	2300 Bloomdale Road, McKinney TX 75071

Secondary County Equipment Custodian(s)
may designate one per county office

County Site Name	Custodian Name	Email	Phone Number
Plano Substation	Jeanette Garcia	jmgarcia@collincountytx.gov	972-881-3018
Frisco Substation	Diane Alexander	jalexander@collincountytx.gov	469-362-5814

DL CID-COLLIN COUNTY MAIN OFFICE @ 2300 BLOOMDALE RD. STE. 2302 MCKINNEY TX 75071

Asset #	Description	Serial ID	Location	Condition (G, F, P)	Custodian	Validation 1- Located; 2- Transfer; or 3- Missing/Stolen	Inv. Control Use Only
031723	LAN/WAN SWITCHING	FTX1586226	4DL043M000	G	Van Pelt, Pamela	/	
030119	COMPUTER HARDWARE- OTHER	FJC19180MV	4DL043M000	G	Van Pelt, Pamela	/	
030235	COMPUTER HARDWARE- OTHER	FOC1630X1AR	4DL043M000	G	Van Pelt, Pamela	/	
031186	PRINTERS	PHB8012594	4DL043M000	G	Van Pelt, Pamela	/	
036233	COMPUTER, DESKTOP	2UA6322V5B	4DL043M000	G	Van Pelt, Pamela	/	
036239	COMPUTER, DESKTOP	PHB8015683	4DL043M000	G	Van Pelt, Pamela	/	
036240	COMPUTER, DESKTOP	2UA6322V0K	4DL043M000	G	Van Pelt, Pamela	/	
036241	PRINTERS	PHB8015640	4DL043M000	G	Van Pelt, Pamela	/	
036242	COMPUTER, DESKTOP	2UA6322V2N	4DL043M000	G	Van Pelt, Pamela	/	
036243	PRINTERS	PHB8015262	4DL043M000	G	Van Pelt, Pamela	/	
036244	COMPUTER, DESKTOP	2UA6322W1S	4DL043M000	G	Van Pelt, Pamela	/	
036245	COMPUTER, DESKTOP	2UA6322V1X	4DL043M000	G	Van Pelt, Pamela	/	
036246	PRINTERS	PHB8015696	4DL043M000	G	Van Pelt, Pamela	/	
036247	COMPUTER, DESKTOP	2UA6322V0F	4DL043M000	G	Van Pelt, Pamela	/	
036248	PRINTERS	PHB8015657	4DL043M000	G	Van Pelt, Pamela	/	
036249	COMPUTER, DESKTOP	2UA6322V5J	4DL043M000	G	Van Pelt, Pamela	/	
036250	PRINTERS	PHB8015257	4DL043M000	G	Van Pelt, Pamela	/	
036251	COMPUTER, DESKTOP	2UA6322W19	4DL043M000	G	Van Pelt, Pamela	/	
036252	PRINTERS	PHB8015256	4DL043M000	G	Van Pelt, Pamela	/	
036253	COMPUTER, DESKTOP	2UA6322W0X	4DL043M000	G	Van Pelt, Pamela	/	
036254	PRINTERS	PHB8015249	4DL043M000	G	Van Pelt, Pamela	/	
036255	COMPUTER, DESKTOP	2UA6322W1Z	4DL043M000	G	Van Pelt, Pamela	/	
036256	PRINTERS	PHB8015690	4DL043M000	G	Van Pelt, Pamela	/	
036257	COMPUTER, DESKTOP	2UA6322W1H	4DL043M000	G	Van Pelt, Pamela	/	
036258	PRINTERS	PHB8015700	4DL043M000	G	Van Pelt, Pamela	/	
036259	COMPUTER, DESKTOP	2UA6322W1J	4DL043M000	G	Van Pelt, Pamela	/	
036260	PRINTERS	PHB8015259	4DL043M000	G	Van Pelt, Pamela	/	
036261	PRINTERS	CNDCJ8B021	4DL043M000	G	Van Pelt, Pamela	/	

Ange Lynn Mosselle Employee Printed Name
[Signature] Employee Signature
7-15-19 Date
 By my signature above, I attest that the assets listed above were each accounted for during a physical location performed between 7-15-19 (date) and 7-15-19 (date) by Lo Campbell & Shay Purser (names) and identified as either located (condition and custodian name provided and shown as "located" in last column); transferred (see attached transfer shown in the first column with a copy of the transfer attached to this report); or, as missing/stolen/damaged (see attached missing/stolen report" shown in last column and a copy of the new, custodian/inventory coordinator signed missing/stolen report attached to this report).

NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.

DL CID-COLLIN COUNTY MAIN OFFICE @ 2300 BLOOMDALE RD. STE. 2302 MCKINNEY TX 75071

Asset #	Serial ID	Location	Condition (G, F, P)	Custodian	Validation 1- Located; 2- Transfer; or 3- Missing/Stolen	Inv. Control Use Only
036282	2UA6322VN1	4DL043M000	G	Van Pelt, Pamela	/	
036283	PHBBR14844	4DL043M000	G	Van Pelt, Pamela	/	
036284	2UA6322VRT	4DL043M000	G	Van Pelt, Pamela	/	
036285	PHBBR14853	4DL043M000	G	Van Pelt, Pamela	/	
036286	2UA6322VNF	4DL043M000	G	Van Pelt, Pamela	/	
036287	PHBBR14855	4DL043M000	G	Van Pelt, Pamela	/	
036288	2UA6322VLY	4DL043M000	G	Van Pelt, Pamela	/	
036289	PHBBR14859	4DL043M000	G	Van Pelt, Pamela	/	
036270	2UA6322XLJ	4DL043M000	G	Van Pelt, Pamela	/	
036271	PHBBR14849	4DL043M000	G	Van Pelt, Pamela	/	
036272	2UA6322VRB	4DL043M000	G	Van Pelt, Pamela	/	
036273	PHBBR14850	4DL043M000	G	Van Pelt, Pamela	/	
036274	2UA6322VHF	4DL043M000	G	Van Pelt, Pamela	/	
036275	PHBBR14855	4DL043M000	G	Van Pelt, Pamela	/	
036276	2UA6322VNV	4DL043M000	G	Van Pelt, Pamela	/	
036277	PHBBR14850	4DL043M000	G	Van Pelt, Pamela	/	
036278	2UA6322VWP	4DL043M000	G	Van Pelt, Pamela	/	
036279	2UA6322VFX	4DL043M000	G	Van Pelt, Pamela	/	
036280	PHBBR14861	4DL043M000	G	Van Pelt, Pamela	/	
036281	PHBBR14852	4DL043M000	G	Van Pelt, Pamela	/	
036282	2UA6322WFB	4DL043M000	G	Van Pelt, Pamela	/	
036283	2UA6322VMD	4DL043M000	G	Van Pelt, Pamela	/	
036284	PHBBR14854	4DL043M000	G	Van Pelt, Pamela	/	
036285	PHBBR14851	4DL043M000	G	Van Pelt, Pamela	/	
036286	2UA6322WSJ	4DL043M000	G	Van Pelt, Pamela	/	
036287	PHBBR15219	4DL043M000	G	Van Pelt, Pamela	/	
036288	2UA6322VSC	4DL043M000	G	Van Pelt, Pamela	/	
036289	PHBBR15238	4DL043M000	G	Van Pelt, Pamela	/	

Angie Lynn Mosselle
Employee Printed Name

Employee Signature

7-15-19
Date

By my signature above, I attest that the assets listed above were each accounted for during a physical location performed between 7-15-19 (date) and (date) and identified as either located (condition and custodian name, provided and shown as "located" in last column), transferred ("see attached transfer" shown in last column with a copy of the transfer attached to this report), or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the new, custodian/inventory coordinator signed missing/stolen report attached to this report).

NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.

DL CID-COLLIN COUNTY MAIN OFFICE @ 2300 BLOOMDALE RD. STE. 2302 MCKINNEY TX 75071

Asset #	Serial ID	Location	Condition (G, F, P)	Custodian	Validation 1- Located; 2- Transfer; or 3 Missing/Stolen	Inv. Control Use Only
036290	2UA6322X3V	4DL043M000	G	Van Pelt, Pamela	/	
036291	PHBBO15651	4DL043M000	G	Van Pelt, Pamela	/	
036292	2UA6322VS0	4DL043M000	G	Van Pelt, Pamela	/	
036293	PHBBO15668	4DL043M000	G	Van Pelt, Pamela	/	
036294	2UA6322VN3	4DL043M000	G	Van Pelt, Pamela	/	
036295	2UA6322VMP	4DL043M000	G	Van Pelt, Pamela	/	
036296	PHBBO15656	4DL043M000	G	Van Pelt, Pamela	/	
036297	2UA6322VRV	4DL043M000	G	Van Pelt, Pamela	/	
036298	PHBBO15702	4DL043M000	G	Van Pelt, Pamela	/	
036299	PHBBR15246	4DL043M000	G	Van Pelt, Pamela	/	
036300	2UA6322VMS	4DL043M000	G	Van Pelt, Pamela	/	
036301	PHBBR15248	4DL043M000	G	Van Pelt, Pamela	/	
036302	2UA6322VP2	4DL043M000	G	Van Pelt, Pamela	/	
036303	PHBBO15691	4DL043M000	G	Van Pelt, Pamela	/	
036304	2UA6322VH5	4DL043M000	G	Van Pelt, Pamela	/	
036305	2UA6322VW1Q	4DL043M000	G	Van Pelt, Pamela	/	
036306	PHBBO15692	4DL043M000	G	Van Pelt, Pamela	/	
036307	PHBBR15254	4DL043M000	G	Van Pelt, Pamela	/	
036308	2UA6322VPZ	4DL043M000	G	Van Pelt, Pamela	/	
036309	PHBBR12119	4DL043M000	G	Van Pelt, Pamela	/	
036310	2UA6322VS7	4DL043M000	G	Van Pelt, Pamela	/	
036311	PHBBR15245	4DL043M000	G	Van Pelt, Pamela	/	
036312	2UA6322WKC	4DL043M000	G	Van Pelt, Pamela	/	
036313	PHBBR15251	4DL043M000	G	Van Pelt, Pamela	/	
036314	2UA6322VR6	4DL043M000	G	Van Pelt, Pamela	/	
END OR REPORT						

Employee Printed Name: Angie Lynn Mosselle Employee Signature: *Angie Lynn Mosselle* Date: 7-15-19

By my signature above, I attest that the assets listed above were each accounted for during a physical location performed between 7-15-19 (date) and 7-15-19 (date) and identified as either located (condition and custodian name provided and shown as "located" in last column); transferred ("see attached transfer shown in last column with a copy of the transfer attached to this report); or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the new, custodian/inventory coordinator signed missing/stolen report attached to this report).

NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.

DL CID-COLLIN COUNTY SUBSTATION @ 920 E. PARK BLVD. STE. 100 PLANO TX 75074

Asset #	Asset Description	Serial ID	Location	Condition (G, F, P)	Custodian	Validation 1-Located; 2-Transfer; or 3 Missing/Stolen	Inv. Control Use Only
036135	COMPUTER HARDWARE- OTHER	FJC1918EQMMV	SDL043S000	G	Van Peit, Pamela	/	
036189	COMPUTER, DESKTOP	2UA6322V46	SDL043S000	G	Van Peit, Pamela	/	
036914	COMPUTER, DESKTOP	2UA6322X2F	SDL043S000	G	Van Peit, Pamela	/	
036915	PRINTERS	PHBBR14526	SDL043S000	G	Van Peit, Pamela	/	
036916	COMPUTER, DESKTOP	2UA6322VWWJ	SDL043S000	G	Van Peit, Pamela	/	
036917	PRINTERS	PHBBR03507	SDL043S000	G	Van Peit, Pamela	/	
036918	COMPUTER, DESKTOP	2UA6322VWJ1	SDL043S000	G	Van Peit, Pamela	/	
036919	PRINTERS	PHBBQ07148	SDL043S000	G	Van Peit, Pamela	/	
036920	COMPUTER, DESKTOP	2UA6322VYP	SDL043S000	G	Van Peit, Pamela	/	
036922	COMPUTER, DESKTOP	2UA6322VAX	SDL043S000	G	Van Peit, Pamela	/	
036923	PRINTERS	PHBBR03561	SDL043S000	G	Van Peit, Pamela	/	
036924	COMPUTER, DESKTOP	2UA6322VP3	SDL043S000	G	Van Peit, Pamela	/	
036925	PRINTERS	PHBB007286	SDL043S000	G	Van Peit, Pamela	/	
036926	COMPUTER, DESKTOP	2UA6322VJD	SDL043S000	G	Van Peit, Pamela	/	
036927	PRINTERS	PHBBR14510	SDL043S000	G	Van Peit, Pamela	/	
036928	COMPUTER, DESKTOP	2UA6322VPQ	SDL043S000	G	Van Peit, Pamela	/	
036929	PRINTERS	PHBBR14514	SDL043S000	G	Van Peit, Pamela	/	
036930	COMPUTER, DESKTOP	2UA6322XF5	SDL043S000	G	Van Peit, Pamela	/	
036931	PRINTERS	PHBBR14518	SDL043S000	G	Van Peit, Pamela	/	
036932	COMPUTER, DESKTOP	2UA6322XC5	SDL043S000	G	Van Peit, Pamela	/	
036933	PRINTERS	PHBBR14517	SDL043S000	G	Van Peit, Pamela	/	
036934	COMPUTER, DESKTOP	2UA6322VRN	SDL043S000	G	Van Peit, Pamela	/	
036935	PRINTERS	PHBBQ07268	SDL043S000	G	Van Peit, Pamela	/	
036936	COMPUTER, DESKTOP	2UA6322VL9	SDL043S000	G	Van Peit, Pamela	/	
036938	COMPUTER, DESKTOP	2UA6322VNL	SDL043S000	G	Van Peit, Pamela	/	
036939	PRINTERS	PHBBR14527	SDL043S000	G	Van Peit, Pamela	/	
036940	COMPUTER, DESKTOP	2UA6322XBZ	SDL043S000	G	Van Peit, Pamela	/	
036941	PRINTERS	PHBBR03565	SDL043S000	F	Van Peit, Pamela	/	

By my signature above, I attest that the assets listed above are each accounted for during a physical location performed between 8-7-19 (date) by Amy Hurst (name) and identified as either located (condition and custodian name provided and shown as "located" in last column); transferred ("see attached transfer" shown in last column with a copy of the transfer attached to this report); or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the new, custodian/inventory coordinator signed missing/stolen report attached to this report).

Employee Printed Name: Amy Hurst Employee Signature: Amy Hurst Date: 8-7-19

NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.

DL CID-COLLIN COUNTY SUBSTATION @ 920 E. PARK BLVD. STE. 100 PLANO TX 75074

Asset #	Asset Description	Serial ID	Location	Condition (G, F, P)	Custodian	Validation 1-Located; 2-Transfer; or 3 Missing/Stolen	Inv. Control Use Only
036942	COMPUTER, DESKTOP	2UA6322VXH	5DL043S000	G	Van Pelt, Pamela	/	
036943	PRINTERS	PHBBR14491	5DL043S000	G	Van Pelt, Pamela	/	
036944	COMPUTER, DESKTOP	2UA6322VQ3	5DL043S000	G	Van Pelt, Pamela	/	
036945	PRINTERS	PHBBR14500	5DL043S000	G	Van Pelt, Pamela	/	
036946	COMPUTER, DESKTOP	2UA6322VWN	5DL043S000	G	Van Pelt, Pamela	/	
036947	PRINTERS	PHBB007128	5DL043S000	G	Van Pelt, Pamela	/	
036948	COMPUTER, DESKTOP	2UA6322XFL	5DL043S000	G	Van Pelt, Pamela	/	
036549	PRINTERS	PHBBR14509	5DL043S000	G	Van Pelt, Pamela	/	
036950	COMPUTER, DESKTOP	2UA6322VZ3	5DL043S000	G	Van Pelt, Pamela	/	
036951	PRINTERS	PHBBR14515	5DL043S000	G	Van Pelt, Pamela	/	
036952	COMPUTER, DESKTOP	PHBB006391	5DL043S000	G	Van Pelt, Pamela	/	
036953	PRINTERS	2UA6322VGN	5DL043S000	G	Van Pelt, Pamela	/	
036954	COMPUTER, DESKTOP	PHBBR14525	5DL043S000	G	Van Pelt, Pamela	/	
036955	PRINTERS	2UA6322VNH1	5DL043S000	G	Van Pelt, Pamela	/	
036956	COMPUTER, DESKTOP	PHBB006307	5DL043S000	G	Van Pelt, Pamela	/	
036957	PRINTERS	2UA6322VX9	5DL043S000	G	Van Pelt, Pamela	/	
036958	COMPUTER, DESKTOP	PHBBR14520	5DL043S000	G	Van Pelt, Pamela	/	
036959	PRINTERS	2UA6322VSY	5DL043S000	G	Van Pelt, Pamela	/	
036960	COMPUTER, DESKTOP	PHBB015824	5DL043S000	G	Van Pelt, Pamela	/	
036961	PRINTERS	2UA6322VBY	5DL043S000	G	Van Pelt, Pamela	/	
036962	COMPUTER, DESKTOP	PHBBR14506	5DL043S000	G	Van Pelt, Pamela	/	
036963	PRINTERS	2UA6322VNR	5DL043S000	G	Van Pelt, Pamela	/	
036964	COMPUTER, DESKTOP	PHBBR14513	5DL043S000	G	Van Pelt, Pamela	/	
036965	PRINTERS	2UA6322XBY	5DL043S000	G	Van Pelt, Pamela	/	
036966	COMPUTER, DESKTOP	PHBBR14512	5DL043S000	G	Van Pelt, Pamela	/	
036967	PRINTERS	2UA6322WF4	5DL043S000	G	Van Pelt, Pamela	/	
036968	COMPUTER, DESKTOP	PHBBR14494	5DL043S000	G	Van Pelt, Pamela	/	
036969	PRINTERS	2UA6322X1Y	5DL043S000	G	Van Pelt, Pamela	/	
036970	COMPUTER, DESKTOP						

Amy Hurst Employee Printed Name
 Amy Hurst Employee Signature
 8-7-19 Date
 8-7-19 Date
 By my signature above, I attest that the assets listed above were each accounted for during a physical location performed between _____ (date) and _____ (date) and identified as either located (condition and custodian name provided and shown as "located" in last column); transferred (the attached transfer slip shown in the last column with a copy of the transfer attached to this report); or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the new, custodian/inventory coordinator signed missing/stolen report attached to this report).

NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.

Asset #	Asset Description	Serial ID	Location	Condition (G, F, P)	Custodian	Validation 1-Located; 2-Transfer; or 3 Missing/Stolen	Inv. Control Use Only
036971	PRINTERS	PHBBR03729	SDL043S000	G	Van Pelt, Pamela		
036972	COMPUTER, DESKTOP	2UA6322XN6	SDL043S000	G	Van Pelt, Pamela		
036973	PRINTERS	PHBBO06335	SDL043S000	G	Van Pelt, Pamela		
036974	COMPUTER, DESKTOP	2UA6322X8W	SDL043S000	G	Van Pelt, Pamela		
036975	PRINTERS	PHBBO06191	SDL043S000	G	Van Pelt, Pamela		
036976	COMPUTER, DESKTOP	2UA6322XDG	SDL043S000	G	Van Pelt, Pamela		
036977	PRINTERS	PHBBR14519	SDL043S000	G	Van Pelt, Pamela		
036978	COMPUTER, DESKTOP	2UA6322XNL	SDL043S000	G	Van Pelt, Pamela		
037811	PRINTERS	PHBBR03524	SDL043S000	G	Van Pelt, Pamela		
END OR REPORT							

Amy Hurst _____ Employee Printed Name
 _____ Employee Signature
 8-7-19 _____ Date

By my signature above, I attest that the assets listed above were each accounted for during a physical location performed between 8-7-19 (date) and 8-7-19 (date) and identified as either located (condition and custodian name provided and shown as "located" in last column); transferred (see attached transfer shown in the last column with a copy of the transfer attached to this report); or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the new, custodian/inventory coordinator signed missing/stolen report attached to this report).

NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.

ADDITIONAL ITEMS FOUND, BUT NOT LISTED

Location Name(s) - Division/Region:

County: Collin 5DL0435000

Substation/Subcontractor/Dealer: Inhabitation 920 E Park Blvd. Ste 100 Plano

Asset #	Asset Description	Serial #	Condition:		Custodian	(Name)	Inventory/Control Only
			Good;	Fair; Poor			
017318	Computer Hardware - Other	FOC1648Y33Z	Good		VAN PELT	PAMELA	
038313	Printer	PHBBR43044	Good		VAN PELT	PAMELA	
038799	Printer	PHBBR48494	Good		VAN PELT	PAMELA	
047319							

By my signature, I attest that items listed above were accounted for during a physical location performed between 8-7-19 (date) and 8-7-19 (date) by [Signature] (names) and identified as located (with condition and custodian name provided and shown as "located" in last column); transferred (with "see attached transfer" shown in last column and a copy of the transfer attached to this report); or are being reported as missing/stolen/damaged (with "see missing/stolen report attached" shown in last column and a copy of the new, custodian/inventory coordinator signed missing/stolen report attached to this report).

DL CID-COLLIN COUNTY SUBSTATION 1 @ 6101 FRISCO SQUARE BLVD, FRISCO TX 75034

Asset #	Asset Description	Serial ID	Location	Condition (G, F, P)	Custodian	Validation 1- Located; 2- Transfer; or 3- Missing/Stolen	Inv. Control Use Only
017126	LANWAN SWITCHING	FTX1536822X	5DL043S001	G	Van Pelt, Pamela	1	
019567	LANWAN SWITCHING	FCQ1531Y0R1	5DL043S001	G	Van Pelt, Pamela	1	
032442	PRINTERS	PHBBR12512	5DL043S001	G	Van Pelt, Pamela	1	
032443	COMPUTER, DESKTOP	2UA6322V9M	5DL043S001	G	Van Pelt, Pamela	1	
032444	PRINTERS	PHBBR12499	5DL043S001	G	Van Pelt, Pamela	1	
032445	COMPUTER, DESKTOP	2UA6322V77	5DL043S001	G	Van Pelt, Pamela	1	
032446	PRINTERS	PHBBR12354	5DL043S001	G	Van Pelt, Pamela	1	
032448	PRINTERS	PHBBR12505	5DL043S001	G	Van Pelt, Pamela	1	
032449	COMPUTER, DESKTOP	2UA6322V2Q	5DL043S001	G	Van Pelt, Pamela	1	
032450	PRINTERS	PHBBR12511	5DL043S001	G	Van Pelt, Pamela	1	
032451	COMPUTER, DESKTOP	PHBBR12500	5DL043S001	G	Van Pelt, Pamela	1	
032452	PRINTERS	2UA6322V2M	5DL043S001	G	Van Pelt, Pamela	1	
032453	COMPUTER, DESKTOP	PHBBR12506	5DL043S001	G	Van Pelt, Pamela	1	
032454	PRINTERS	2UA6322V8G	5DL043S001	G	Van Pelt, Pamela	1	
032455	COMPUTER, DESKTOP	PHBBR12510	5DL043S001	G	Van Pelt, Pamela	1	
032456	PRINTERS	2UA6322V91	5DL043S001	G	Van Pelt, Pamela	1	
032457	COMPUTER, DESKTOP	PHBBR12504	5DL043S001	G	Van Pelt, Pamela	1	
032458	PRINTERS	2UA6322V9J	5DL043S001	G	Van Pelt, Pamela	1	
032459	COMPUTER, DESKTOP	PHBBR12501	5DL043S001	G	Van Pelt, Pamela	1	
032460	PRINTERS	2UA6322V8W	5DL043S001	G	Van Pelt, Pamela	1	
032461	COMPUTER, DESKTOP	PHBBR12505	5DL043S001	G	Van Pelt, Pamela	1	
032462	PRINTERS	2UA6322V87	5DL043S001	G	Van Pelt, Pamela	1	
032463	COMPUTER, DESKTOP	PHBBR12583	5DL043S001	G	Van Pelt, Pamela	1	
032464	PRINTERS	2UA6322VCB	5DL043S001	G	Van Pelt, Pamela	1	
032465	COMPUTER, DESKTOP	PHBBR12502	5DL043S001	G	Van Pelt, Pamela	1	
	COMPUTER, DESKTOP	2UA6322VCO	5DL043S001	G	Van Pelt, Pamela	1	
	END OF REPORT						

Diane Alexander 8/5/19
 Employee Printed Name Employee Signature

I attest that the assets listed above were each accounted for during a physical location performed between 8/5/19 (date) and 8/5/19 (date), and name provided and shown as "located" in last column), transferred ("see attached transfer, shown in the last column with a copy of the transfer attached to this report), or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the new, custodian/inventory coordinator signed missing/stolen report attached to this report).

DATE: 8/5/19

NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.

ADDITIONAL ITEMS FOUND, BUT NOT LISTED

Location Name(s) - Division/Region: DL CID

County: Collin

Substation/Subcontractor/Dealer: Substation 1 @ 6101 Frisco Square Blvd. Frisco, Tx 75034

Condition:

Asset #	Asset Description	Serial #	Custodian (Name)	Inventory Control Only	Good:	
					Fair, Poor	
032447	Computer, Desktop	2UA6322V97	Van Pelt, Pamela			

By my signature, I attest that items listed above were accounted for during a physical location performed between 7-11-2019 (date) and 7-11-2019 (date) by Jeanne Diane Alexander (names) and identified as located (with condition and custodian name provided and shown as "located" in last column); transferred (with "see attached transfer" shown in last column and a copy of the transfer attached to this report); or are being reported as missing/stolen/damaged (with "see missing/stolen report attached" shown in last column and a copy of the new, custodian/inventory coordinator signed missing/stolen report attached to this report).