



OFFICE OF COURT ADMINISTRATION

Dear Courts:

The Office of Court Administration can make available to Texas trial courts surplus computer equipment. This equipment is available to Texas trial courts without bid.

The Office of Court Administration will have desktop computers, a limited number of laptops and a small number of printers available to Trial Courts only. Distribution of the equipment will be on a first-come, first-served basis. The only cost to the court is the transporting of the equipment. If you would like to complete a request for surplus equipment, please complete the form below.

Print and complete the form and fax it to the number listed. Please make sure to include a contact name and number. You may contact Jeannette McGowan at 512-936-1806 for questions.

[COMPUTER SURPLUS EQUIPMENT REQUEST FORM](#)



OFFICE OF COURT ADMINISTRATION

**SURPLUS EQUIPMENT REQUEST
FACSIMILE TRANSMITTAL SHEET**

FROM: [PRINT NAME OF CONTACT PERSON]	TO: Jeannette McGowan
COUNTY:	DATE: 10/31/2007
COURT: [TYPE NAME OF COURT]	
FAX NUMBER:	FAX NUMBER: 512-475-3450
PHONE NUMBER:	PHONE NUMBER: 512-936-1806
RE: Surplus Equipment	NUMBER OF PAGES INCLUDING COVER: 1

Dear Court:

The Office of Court Administration (OCA) is offering surplus workstations (desktop computer, monitor, keyboard and a mouse), a limited number of laptops and a small number of printers to Texas trial courts only. The equipment will be distributed on a first-come, first-served basis during the period of October 2007 through January 2008. The surplus equipment will be located throughout the state. We will attempt to locate surplus equipment closest to your court. The only cost to the trial court is the transporting of the equipment.

Below is a description of the computers and a list of the software that will be installed on each computer. We ask that you limit your request to not more than three workstations and that you request no more than one printer and/or one laptop. If you need additional equipment, we will place your court on a reserve list in case additional equipment becomes available.

Items Needed	Circle One	Serial Number & Tag Number (OCA Only)
1 Workstation: desktop with monitor, mouse, power cord and keyboard Software: Windows XP Operating System	1 2 3	
2 Laptop: Dell Latitude or Inspiron, with power cord Software: Windows XP Operating System	1	
3 Printer: power cord and printer cable	1	

Comments.

Please return this form to us by fax no later than **November 15, 2007** to ensure that the computers are reserved for your court. We look forward to serving your needs.

Pick up of the equipment is your responsibility. OCA will not pay the cost of shipping. Below are estimated costs for shipping by the leading commercial shippers. OCA will notify you when the equipment is ready for receiving.

National Shipper	To ship a Workstation (2 boxes) Ground Pickup
FedEx 1-800-463-3339	Approximately \$19.50 per box (depends on where the package is shipped from and shipped to)
UPS 1-800-742-5877	Approximately \$16.00 per box (depends on where the package is shipped from and shipped to)