

ASSET TRANSFER FORM

(FOR MORE INFORMATION CONTACT FIXED ASSETS DIV. AT (956) 318-2626)

	DEPARTMENT NAME	DEPT. NO.	LOCATION
1. TRANSFER TO:	Salvage Surplus for Destruction		Edinburg, TX
2. TRANSFER FROM:	Constable Pct. 1	291	1902 Joe Stephens, Ste. 303, Weslaco, TX
CONTACT PERSON (PRIN	Blanca I. Sanchez	CONTACT#	447-3775 FAX F 447-8614

3.	DESCRIPTION OF ITEM	FUND No.	COST	INVENTORY TAG NO.	SERIAL NUMBER	* CURRENT CONDITION
1	1/2 Silver Tan Uniform Shirts					F
2	22 Silver Tan Uniform Pants					F
3	2 Royal Blue Ties					G
4						
5						
6						
7						
8						
9						
10						

*a JUSTIFICATION FOR TRANSFER OF Dept. no longer has any further use for these items.

*a. NOTE: A valid reason to transfer the asset must be provided for this asset transfer form to be approved.

*b. For equipment being transferred to Surplus/Warehouse, please indicate the condition of the items as (G, F, B)
Where (G) = good working condition, (F) = fair condition, and (B) = Item is broken and beyond repair.

PLEASE SIGN IN BLUE INK

4. The above transfer is hereby approved by the Purchasing Agent:

MARTHA L. SALAZAR
PRINT NAME SIGNATURE DATE 11-19-08

5. I hereby certify that our department does not have any further use for the equipment identified above

Blanca I. Sanchez
PRINT NAME SIGNATURE DATE 11/14/2008

6. I hereby certify that I have received the above described equipment for our department/office:

PRINT NAME SIGNATURE DATE

7. I hereby certify that the above tagged assets have been reviewed in the County Inventory System: Special coding is used for minor and other non capital items

Agueda "Aggie" Estrada
PRINT NAME SIGNATURE DATE 11/19/08

FIXED ASSETS DIVISION USE ONLY CODE CHANGE

FROM

TO

NOV 17 2008

C. 1:10PM

Please Submit Original Only! (To Purchasing Department)

Hidalgo County Administration Building - 2812 S. Business 281, Edinburg, TX 78539