



PURCHASING DEPARTMENT
County Of Hidalgo

November 3, 2009

The Honorable Rene A. Ramirez
Hidalgo County Judge
County Administration Building, 2nd Floor
100 East Cano
Edinburg, Texas 78539

Subject: Fixed Asset Criteria Addendum

Dear Judge Ramirez,

The current threshold for capitalization of fixed assets (machinery and equipment) is of \$1,000 and above.

We are formally requesting that Hidalgo County's criteria for inclusion of equipment in the County's Inventory System be updated to include all items with a cost between \$300 thru \$999.99 under the category of minor controllable equipment.

Items within the proposed threshold will assist the County to better identify the assets needing transfer from one County department to another, Surplus, disposition at public auctions, insurance, and reporting purposes.

Minor controllable equipment will be issued regular county asset tags that fall within the object codes range (661,664,665,667,668).

We are requesting that Commissioners' Court approve this policy addendum in accordance with the new object codes guideline issued by the County Auditor's Office to become effective retroactively to April 01, 2009.

Should additional information be needed, please do not hesitate in contacting Ms Agueda "Aggie" Garcia Fixed Asset Manager at extension 4873 or Juan M. Alvarado Assistant Fixed Asset Manager at extension 4870.

Sincerely,

Martha L. Salazar
Martha L. Salazar, CPPB

Hidalgo County Purchasing Agent

Cc: The Hon. Sylvia S. Handy, Commissioner, Pct. No. 1
The Hon. Hector "Tito" Palacios, Commissioner, Pct. No. 2
The Hon. Jose M. Flores, Commissioner, Pct. No. 3
The Hon. Oscar Garza, Commissioner, Pct. No. 4
Raymundo Eufrazio, CPA, Hidalgo County Auditor