



Budget and Management

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To: Martha L. Salazar, CPPB  
Hidalgo County Purchasing Agent

From: Roy Quintanilha, Safety Director  
D.B.M. Safety Division

**COPY**

Date: August 16, 2006

Re: 2006 Fixed Assets Inventory Certification

Attached is the list forwarded to our department of all fixed assets. We have attached a list of items that are no longer in our possession as well as items that we are requesting to have moved to a different department.

Included is another list of items that are located within our department, but unsure of their value. We have included asset numbers to help find the cost of items. Please let us know if these items are going to be included to our asset list.

Should you have any questions, please call Rosie Luna at extension 5443.