

**HIDALGO COUNTY, TEXAS  
ASSET TRANSFER FORM  
INITIAL PAGE**

<b>DEPARTMENT NAME</b>	<b>DEPT. NO.</b>	<b>LOCATION</b>
Page 1 of <u>1</u>		
<b>TRANSFER TO:</b> <u>PLANNING DEPARTMENT</u>	<u>210</u>	
<b>TRANSFER FROM:</b> <u>EMERGENCY MANAGEMENT</u>	<u>300</u>	
<b>CONTACT INFORMATION:</b>		
<b>NAME (PRINT)</b> <u>LAURO TORRES</u>	<b>PHONE. (956) 292-7025</b>	<b>E-MAIL:</b> <u>lauro.torres@co.hidalgo.tx.us</u>
<b>FAX NO.</b>		

DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION	FIXED ASSET DIVISION USE ONLY			
				FUND NO.	COST	P/U	LOC
1 <u>2000 CHEVROLET PICK-UP TRUCK</u>	<u>34533</u>	<u>1GCEK19V8Y2284778</u>	<u>G</u>	<u>1100</u>	<u>22,967.00</u>	<u>/</u>	<u>TP</u>
2							
3							
4							
5							
6							
7							
8							
9							
10							

**JUSTIFICATION FOR TRANSFER:** DEPARTMENT NEEDING A VEHICLE Σ \$22,967.00

*Note: Condition of items: (G) = Good working condition, (F) = Fair condition, and (B) = Broken*

**PLEASE USE BLUE INK TO SIGN**

The transfer is hereby approved by the Purchasing Agent MARTHA L. SALAZAR Martha L Salazar 1-12-12  
PRINT NAME SIGNATURE DATE

Contact Person transferring item(s) out Rolando Benavides Rolando Benavides 1-12-12  
PRINT NAME SIGNATURE DATE

Person receiving Item(s) Raul Sesin Raul Sesin 01/13/12  
PRINT NAME SIGNATURE DATE

Reviewed & Processed by FA Division Eugenia Andrade Eugenia Andrade 1-13-2012  
PRINT NAME SIGNATURE DATE

FIXED ASSET DIVISION USE ONLY		TO BE INITIALED BY CONTACT PERSON WHEN ITEMS ARE REMOVED FROM PREMISES.	
FROM	TO		
DEPT. NO. <u>300</u>	DEPT. NO. <u>210</u>	<u>XH</u>	<u>1-13-12</u>
AMOUNT <u>\$22,967.00</u>	AMOUNT <u>\$22,967.00</u>	Initial	Date