

Aug 11 2010
 C. H. Lopez

HIDALGO COUNTY, TEXAS ASSET TRANSFER FORM

(Use this form only for equipment that has the County's ID Tag.)
 (For transfer of non tagged equipment, please contact the Fixed Assets Auditor at the County Auditor's Office.)

	DEPARTMENT NAME	DEPT. NO.	LOCATION
1. TRANSFER TO:	Purchasing Dept.	160	San Carlos Warehouse
2. TRANSFER FROM:	Auditor's Office	170	2802 South Hwy 281

3. DESCRIPTION OF ITEM	COST	INVENTORY TAG NUMBER	SERIAL NUMBER	*b	CURRENT CONDITION
Dell Optiplex GX 400 ✓	\$1,301.00 *	36686 ✓	C43ZX01 ✓		
Dell Optiplex GX 400 ✓	\$1,301.00 *	36711 ✓	5V2ZX01 ✓		
Dell Optiplex GX 400 ✓	\$1,428.00	36703 ✓	8V2ZX01 ✓		
Dell Optiplex GX 400 ✓	\$1,301.00 *	36708 ✓	4X2ZX01 ✓		
Dell Optiplex GX 400 ✓	\$1,301.00 *	36697 ✓	FX2ZX01 ✓		
Toshiba Satellite 2210 Laptop ✓		34878 ✓	50640591u ✓		A
Toshiba 1730 Laptop ✓	\$1,563.76 *	36486 ✓	4174233CU-1 ✓		A
Toshiba 1730 Laptop ✓	\$1,563.76 *	36487 ✓	4173964CU-1 ✓		C
PrinterStand		25501	*Not in Inventory		B
VHS Camcorder ✓		20399 ✓	C8HB01143 ✓		B
Cajma Router	sold 8/30/08	34465	704217		A
Panasonic KX-P1180	sold 8/30/08	23747	0HKABQ7		B

*a JUSTIFICATION FOR TRANSFER OF PROPERTY: _____

*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 (a,b, or c) where (a) = Good Working Condition, (b) = Fair Condition, and (c) = Item is Broken and Beyond Repair.

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

	PRINT NAME	SIGNATURE	DATE
5. I hereby certify that our department does not have any further use for the equipment identified above:	<i>Ray Eufra</i>	<i>[Signature]</i>	9/14/08
	PRINT NAME	SIGNATURE	DATE
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 fixed assets are active in the County's Inventory System:	PRINT NAME	SIGNATURE	DATE

AUDITOR'S USE ONLY
 FUND AND CODE CHANGE

TO		FROM