



HIDALGO COUNTY, TEXAS  
ASSET TRANSFER FORM

AUG 30 2013

DEPARTMENT NAME \_\_\_\_\_ LOCATION \_\_\_\_\_

TRANSFER TO: Surplus for Destruction \_\_\_\_\_

TRANSFER FROM: Hidalgo County Constable Pct. 2 \_\_\_\_\_ 292

NAME (PRINT Martin Cantu) \_\_\_\_\_ CONTACT INFORMATION: PHONE. 956-784-3510 FAX NO.: 956-784-8687

E-MAIL: roxanna.delacruz@co.hidalgo.tx.us

TF# 2013-371

ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY  
(NO FAXES OR E-MAILED DOCUMENTS WILL BE ACCEPTED)

INITIAL BY STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_

SAFETY DIVISION (FOR SURPLUSES OF VEHICLES): \_\_\_\_\_

DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION	FIXED ASSET DIVISION USE ONLY							
				PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC		
1 1-Tan Long Sleeve Size 16.5	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
2 5-Tan Short Sleeve Size 17.5	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
3 4-Tan Long Sleeve Size 17.5	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
4 5-Tan Short Sleeve Size 34	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
5 2-Tan Short Sleeve Size 20	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
6 4-Tan Size 36R Pants	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
7 3-Tan Size 10 Pants	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
8 1-Tan Size 8 Pants	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
9 2-Tan Green Long Sleeve Shirts Size 18.5	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
10 _____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

DEPT. \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_ \$ \_\_\_\_\_

JUSTIFICATION FOR TRANSFER: \_\_\_\_\_

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

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
 PRINT NAME *Martha N. Salazar* SIGNATURE *[Signature]*

DATE *8-29-13*  
 DATE \_\_\_\_\_

TO BE INITIALED BY CONTACT PERSON WHEN ITEMS ARE REMOVED FROM THE PREMISES.

DATE \_\_\_\_\_ INITIAL \_\_\_\_\_

Person receiving Item(s)

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Reviewed & Processed by FA Division

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

EFFECTIVE DATE 03/01/13

PLEASE SUBMIT ORIGINAL TO THE PURCHASING DEPT. ATTN: FIXED ASSET DIVISION  
 HIDALGO COUNTY ADMINISTRATION BUILDING - 2812 S. BUSINESS 281, EDINBURG, TX 78539









