

AG-301 (04/10)

Texas A&M AgriLife
Administrative Services - Property



PROPERTY TRANSFERS

Releasing Agency Reference (LA) Number

Receiving Agency Reference (LA) Number

Check one: Transfer Into (Attach related correspondence)
 Transfer Within (Move between two Property Department accounts)
 Transfer Out Of (Attach related correspondence)

December 10, 2013

Date Prepared

For Surplus Pick Up: Janie Perales/Adelita Munoz (956) 383-1026 Hidalgo County

Janie Perales

Contact Person

Phone

Location

Prepared By

Reason/Comments: All items are no longer in use or obsolete

Asset Number	Description	Class Code	Acq. Date	Rec. Agency Asset #	New Location			Asset Value
					Bldg #	Room #	Group Cd.	
			02/01/03					1,389.00
45848	Computer Gateway E-4000 (Grand)	578701	12/30/02					
	RCA TV/VHS Combo / co # 13-1222							
SUBTOTAL								1,389.00
TOTAL FROM PAGE 2								0.00
GRAND TOTAL								1,389.00

If additional lines are needed, use page 2.

RELEASING DEPARTMENT/AGENCY:

D12/0215 Extension

Prop. Dept./Unit

Property Department Name

Signature of APO or Alternate APO

Date

Cynthia Michalak

Signature of Property Manager

12/13/13

Date

071555

Member & Agency No.

RECEIVING DEPARTMENT/AGENCY:

Fixed Assets/Surplus Hidalgo County Government

Prop. Dept./Unit

Property Department Name

Signature of APO or Alternate APO

Date

[Handwritten Signature]

Signature of Property Manager

Date

Member & Agency No.

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 Transfer Out Of (Attach related correspondence)

December 10, 2013

Date Prepared

For Surplus Pick Up: Barbara Storz/Janie Perales (956) 383-1026 Hidalgo County
Contact Person Phone Location

Janie Perales
Prepared By

Reason/Comments: All items are no longer in use or obsolete

Asset Number	Description	Class Code	Acq. Date	Rec. Agency Asset #	New Location			Asset Value
					Bldg #	Room #	Group Cd.	
51679	HP Laserjet P3005 dn Printer	578801	02/03/09					813.00
49421	Infocus Projector LP 600 LCD #4	578708	12/2/05					1,399.00
49469	Gateway Computer Model E4500D	578701	12/14/06					1,314.00
47193	Gateway Computer E-Series	578701	12/17/04					1,419.00
47109	Computer Compaq EVO D500 (Xeric) Co# 37428	578701	01/03/02					1,435.00
3298200	Communicator Message Player 32982-6	842110	07/01/88					5,907.00
51648	Computer Gateway Notebook E-475 M (Dandy)	578704	12/21/07					1,390.00
SUBTOTAL								13,677.00
TOTAL FROM PAGE 2								13,975.00
GRAND TOTAL								27,652.00

If additional lines are needed, use page 2.

RELEASING DEPARTMENT/AGENCY:
D12/0215 Extension Hidalgo County
Prop. Dept./Unit Property Department Name
Barbara Storz 12/10/13
Signature of APO or Alternate APO Date

RECEIVING DEPARTMENT/AGENCY:
Fixed Assets/Surplus Hidalgo County Government
Prop. Dept./Unit Property Department Name
[Signature] 12/13/13
Signature of APO or Alternate APO Date

Cyndie Michalak 12/13/13
Signature of Property Manager Date
071555
Member & Agency No.

[Signature] 1
Signature of Property Manager Date
Member & Agency No.

PROPERTY TRANSFERS

Releasing Agency Reference (LA) Number _____

Receiving Agency Reference (LA) Number _____

Check one: Transfer Into (Attach related correspondence)
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 Transfer Out Of (Attach related correspondence)

12/13/13
Date Prepared

For Surplus Pick Up: _____

Cyndie Michalak
Prepared By

Contact Person Phone Location

Reason/Comments: _____

Asset Number	Description	Class Code	Acq. Date	Rec. Agency Asset #	New Location			Asset Value
					Bldg #	Room #	Group Cd.	
0000037211	CD-I 220 CD Player							
	Non-Inventory							

If additional lines are needed, use page 2.

SUBTOTAL	0.00
TOTAL FROM PAGE 2	0.00
GRAND TOTAL	0.00

RELEASING DEPARTMENT/AGENCY:

ADCA County Ag

Prop. Dept./Unit: Cyndie Michalak Property Department Name: _____
 Signature of APO or Alternate APO: _____ Date: 12/13/13

Cyndie Michalak _____
 Signature of Property Manager Date: 12/13/13
07 1555
 Member & Agency No.

RECEIVING DEPARTMENT/AGENCY:

Fiscal Assets/Surplus Hidalgo County Government

Prop. Dept./Unit: _____ Property Department Name: _____
 Signature of APO or Alternate APO: _____ Date: _____

 Signature of Property Manager Date: _____
 Member & Agency No. _____