RECEIVED DEC 26 2013

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

* Surplus for Donation

	DEPARTMENT NAME	LOCATION
TRANSFER TO:	Surplus	1601
TRANSFER FROM:	Hidalgo County Health and Human Services	340

TF# 2013-554

CONTACT INFORMATION:

NAME (PRINT) Janie rodriguez | PHONE. 956-383-6221 | FAX NO.: | E-MAIL: sanjuanita.rodriguez @hchd.org

SAFETY DIVISION (FOR SURPLUS OF VEHICLES):
INITIAL BY STAFF: DATE:

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

POSTED

	DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION
1	Six Comp Slide Animal Control Cages	38962		Broken
2	Six Comp Slide Animal Control Cages	38960		Broken
3	Six Comp Slide Animal Control Cages	38961		Broken
4				
5				
6				
7				
8				
9				
10				

FIXED ASSET DIVISION USE ONLY

PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC

	FROM	TO
DEPT.		
AMOUNT	$	$

JUSTIFICATION FOR TRANSFER:

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

PLEASE USE BLUE INK TO SIGN

	PRINT NAME	SIGNATURE	DATE
The transfer is hereby approved by the Purchasing Agent	*MARTHA L. SALAZAR*		
Contact Person transferring item(s) out			12-20-2013
Person receiving Item(s)			
Reviewed & Processed by FA Division			

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

DATE INITIAL

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