

RECEIVED
DEC 26 2013

* Surplus for Donation

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

DEPARTMENT NAME: Surplus LOCATION: 1601
 TRANSFER TO: Hidalgo County Health and Human Services LOCATION: 340
 NAME (PRINT): Janie rodriguez PHONE: 956-383-6221 FAX NO.: _____
 CONTACT INFORMATION: E-MAIL: sanjuanita.rodriguez@hchcd.org

2013-554

TF#

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

INVENTORY TAG NO.	DESCRIPTION OF ITEM	SERIAL NO./ VIN	CURRENT CONDITION	FIXED ASSET DIVISION USE ONLY							
				PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC		
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											

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

Contact Person transferring item(s) out

Person receiving Item(s)

Reviewed & Processed by FA Division

PRINT NAME: MARTHA L. SALAZAR SIGNATURE: 

PRINT NAME: _____ SIGNATURE: _____

PRINT NAME: _____ SIGNATURE: _____

PRINT NAME: _____ SIGNATURE: _____

DATE

12-20-2013

DATE

DATE

DATE

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

INITIAL

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