

HIDALGO COUNTY, TEXAS

PURCHASING DEPARTMENT

FIXED ASSET DIVISION

FIXED ASSET
POLICY & PROCEDURES MANUAL
2014



Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

Hidalgo County, Texas
Fixed Asset Policy and Procedures Manual

**First Edition
2014**

HIDALGO COUNTY, TEXAS
Fixed Asset Policy and Procedures Manual



COUNTY JUDGE'S OFFICE

The Honorable Ramon Garcia
Hidalgo County Judge

COUNTY COMMISSIONER'S

The Honorable A.C. Cuellar
County Commissioner Precinct No 1

The Honorable Hector "Tito" Palacios
County Commissioner Precinct No 2

The Honorable Joe M. Flores
County Commissioner Precinct No 3

The Honorable Joseph Palacios
County Commissioner Precinct No 4

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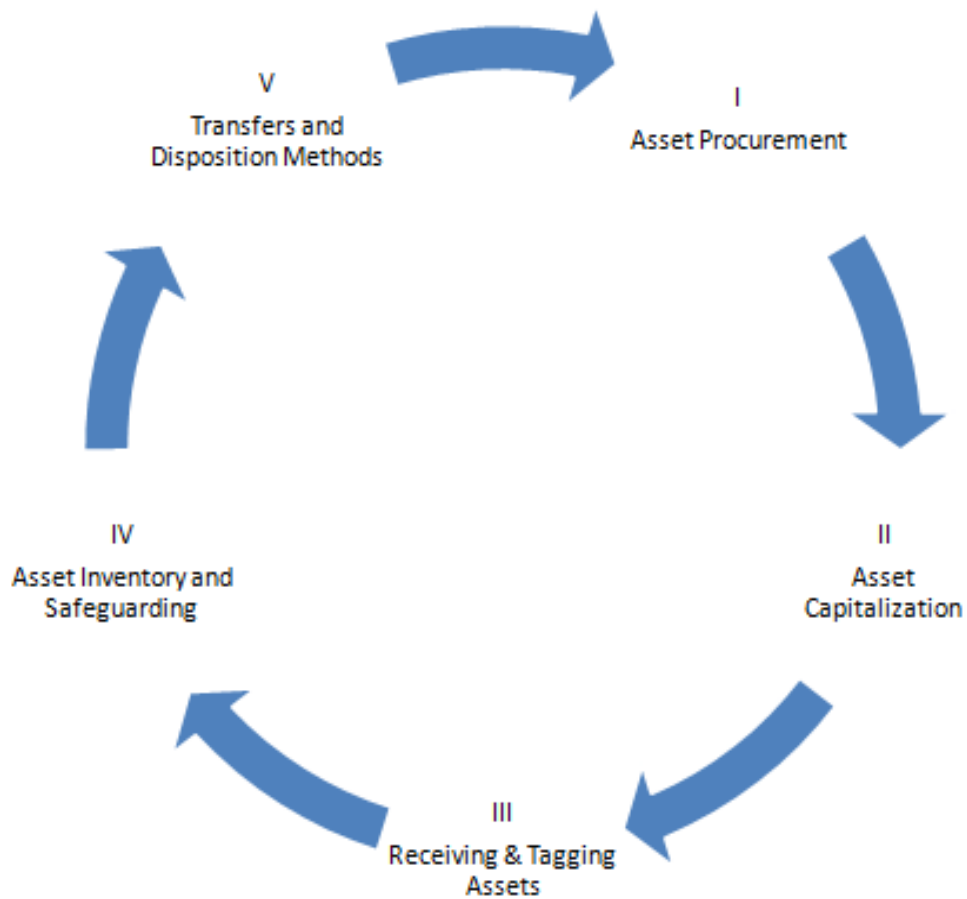
PURCHASING DEPARTMENT

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COUNTY AUDITOR'S OFFICE

Raymundo Eutraco, CPA
Hidalgo County Auditor

Fixed Asset Cycle



Hidalgo County, Texas
Fixed Asset Policy and Procedures Manual

TABLE OF CONTENTS

<u>Chapter</u>	<u>Description</u>	<u>Page</u>
	INTRODUCTION	
	Fixed Asset Management.....	01
1	Fixed Asset Policy.....	02
2	Responsibility of the County Purchasing Agent.....	03
3	Responsibility of County Officials.....	04
4	Designated Representative.....	05
5	Definition of Fixed Assets.....	06
6	Fixed Asset Classification.....	07
	I - ASSET PROCUREMENT	
7	Ordering Fixed Assets.....	08
	II - ASSET CAPITALIZATION	
8	Capitalization of Fixed Assets.....	09
	III - RECEIVING AND TAGGING ASSETS	
9	Receiving and Tagging of Assets.....	10
	IV - ASSET INVENTORY & SAFEGUARDING	
10	Fixed Assets Physical Inventories.....	11
11	Fixed Assets Internal Controls.....	12
12	County Vehicles Registration.....	13-14
	V - TRANSFER AND DISPOSITION METHODS	
13	Transfers of Equipment from one Department to another.....	15
14	Surplus of no longer needed property.....	16
15	Fixed Asset Disposition Methods Outline.....	17
	Auctions, Competitive Bidding.....	18
	Trade-Ins, Donations, Returns.....	19
	Discarded, Salvage, Missing Assets.....	20
	Stolen, Scrap Metal, Destruction.....	21
	Abandoned & Unclaimed, Cannibalization, Real Estate Prop Disp..	22
	Conclusion.....	23
	Bibliography.....	24
	List of Fixed Asset Forms.....	25
	Forms.....	26-41
	Fixed Asset Division Contact Information.....	42

Hidalgo County, Texas
Purchasing Department
Fixed Asset Division

2014 Fixed Asset Policy and Procedures Manual

1st Edition

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Independent Auditor's Recommendations:

"Hidalgo County – Primary Single Audit- December 31, 2013.

"The County will implement proper policy/procedures to
Address the accuracy and completeness of capital assets".

Approved by:

Hidalgo County Commissioners' Court
August, 2014.

INTRODUCTION

FIXED ASSET MANAGEMENT

The Purchasing Department Fixed Asset Division has the responsibility of maintaining an asset management system that records transactions pertaining to the acquisition, improvements, and final disposition of fixed assets. These records are summarized and submitted to the County Auditor's Office for inclusion in the County's Financial Statements on March as well as an inventory of all property on hand by July of every year.

Hidalgo County currently maintains a Capital Asset Management System that consists of two parts: accounting and property management.

ACCOUNTING

The County of Hidalgo accounts, record, and reports the ownership of Capital-Assets in compliance with reporting requirements established by GASB Statement 34, the Generally Accepted Accounting Principles (GAAP), and the Texas Local Government Code (LGC).

The information processed in the Fixed Asset Division that pertains to additions and deletions of capital assets is reported annually to the County Auditor's Office to be included in the Hidalgo County's Annual Financial Statements.

PROPERTY MANAGEMENT

County Departments and the Fixed Asset Division have the responsibility to conduct annual verifications of machinery and office equipment to ensure proper maintenance of fixed assets. The annual verification

promotes accountability reducing the risk of theft, and loss of assets.

The 2014-Fixed Asset Policy and Procedures Manual has been prepared to be used by Hidalgo County Personnel as a reference to:

1. Initiate the procurement process.
2. Recognize and capitalize assets.
3. Follow the protocol for receiving and tagging assets.
4. Follow procedures for the inventory and safeguarding of assets.
5. To identify the accepted disposition methods of obsolete, broken, and no longer needed assets.

Included in the procedures manual are legal references, and the necessary forms and guidelines to account for all assets assigned to each individual County Department.

Accountability is not only our inherent duty as county employees it is also mandated by law.

FIXED ASSET POLICY

The Comprehensive Policies and Procedures for Capital Assets Management are as follows:

Expenditures for all items that fit in the definitions of capital asset, or capital projects, will be capitalized and will initially be recorded at cost, except donated assets that will be recorded at fair market value (FMV).

The Purchasing Department Fixed Asset Division has the responsibility to:

1. Maintain the Capital Asset inventory and official property records for all land, buildings, improvements, infrastructure, equipment and vehicles (including leased properties).
2. Establish criteria to capture capital assets that fall within the established thresholds.
3. Prepare comprehensive policies and procedures for accounting for capital assets and publish in a capital assets manual.
4. Establish criteria to capture information for non-capitalized but "controllable" equipment, consistent with the definition of capitalization thresholds as used in financial accounting. Weapons shall continue to be controlled countywide to comply with county code.

5. Ensure that all capital assets that meet the established thresholds are currently recorded in the County's Capital Asset System.
6. Perform periodic physical inventories to keep track of county owned property including minor and "Controllable" assets.
7. Report all additions and deletions of capital assets incurred during the fiscal year to the County Auditor's Office Accounting Division for inclusion in the Financial Statements.
8. Reconcile on an annual basis the General Ledger information with the County's Alio Inventory System.

Facilities Management shall track all buildings that they maintain which include minor buildings in County Owned Parks and submit a list including occupancy information to the Fixed Asset Division and the Safety Division on a quarterly basis.

The Budget & Management Safety Division shall reconcile with the Fixed Assets Division on an annual basis all the inventory information to detect discrepancies as it pertains to the insurance of all county owned property.

Hidalgo County Departments shall comply with all the guidelines as indicated in chapters 1 through 15 of this manual.

RESPONSIBILITY OF THE COUNTY PURCHASING AGENT

LOCAL GOVERNMENT CODE:

The Texas Local Government Code (LGC), Chapter 262 designates the Purchasing Agent as responsible for several duties related to the acquisition and management of assets and indicates that:

All purchases of supplies, materials or equipment must be made through the Purchasing Agent (See Texas Local Government Code – Chapter 262.011).

On July 1 of each year, the County Purchasing Agent shall file with the County Auditor and each of the members of the board that appoints the County Purchasing Agent an inventory of all the property on hand and belonging to the county and each subdivision, officer, and employee of the county. The County Auditor shall carefully examine the inventory and make an accounting for all property purchased or previously inventoried and not in the inventory (See LGC Section 262.011 (i)).

PROCUREMENT STEPS:

1. Each department will include in their budget request for the next year the furniture and equipment deemed necessary for operation of their department. If approved for purchase by the Commissioners' Court, the County Auditor's office will determine the appropriate general ledger account in which the budgeted asset amount will be included for the purchase of the fixed assets.

2. The Purchasing Agent shall make all purchases of furniture and equipment. Specifications for the purchases will be developed in conjunction with the department. All purchases shall be made in accordance with purchasing laws of the State of Texas and procedures adopted by the Commissioners' Court.

3. All purchases costing in excess of \$50,000 must be made through the formal procurement process where a request is made by the Purchasing Agent to the Commissioners' Court to make the purchase. The bid request is advertised according to State Law. All sealed procurement bids are accepted by the Purchasing Agent who will tabulate the bids and make recommendations to the Commissioners' Court, who will award the bid to the lowest and/or best bidder (See Texas Local Government Code Section 262-011 through 262.035).

NOTE

The IT Department must review and approve requests for data processing equipment for compatibility with county systems.

DESIGNATED REPRESENTATIVE

It is suggested that the staff member at the County's Departmental level who has responsibility for financial matters should assume the role of Fixed Asset Administrator, and become the Department's designated representative. As part of the administrative duties and responsibilities, the designated representative should from time to time conduct fixed asset reviews as follows:

1. Determine fixed assets needs, this is done at the departmental level.
2. Establish the use and location of the fixed assets within the organization structure.
3. Submit requisition, quotes, and other needed documentation to the Purchasing Department, to initiate the procurement process of items needed.
4. Receive, inspect, tag, store, and distribute the assets to the intended recipients.
5. Ensure that vehicles and equipment are properly insured and safeguarded, once the equipment is received and accepted by the department.
6. Safeguard warranty information. Warranty documentation is often delivered with the item when it is received at the user department. The user department is responsible for maintaining appropriate warranty documentation in their department files.
7. Document instances when assets need repairs or when items are returned to be replaced with a new one under warranty (Notify the fixed asset division whenever a replacement occurs, for proper retagging and serial number updates).
8. Fill out a transfer form to transfer items to surplus or to another county department that may have a need of the unneeded asset, and contact the Purchasing Department Fixed Asset Division for assistance.
9. Request disposition of damaged, obsolete, or unneeded fixed assets.
10. Review the Fixed Asset Property Report received from the Fixed Asset Division and compare to their permanent file, note any discrepancies and return the report for proper corrections.

DEFINITION OF FIXED ASSETS

The term **Fixed Assets** (Capital Assets) is used to describe items that have a useful life of at least one year, and complies with the established threshold to be included in the County's Inventory System.

Capital assets include all items purchased, constructed, or donated, and may be either intangible (e.g., easements, water rights, mineral rights), or tangible (e.g., land, buildings, building improvements, vehicles, machinery and equipment and – infrastructure). In addition to capital assets, the County maintains an inventory of minor controllable assets, with the exception of expendable supplies.

In Hidalgo County, **Capital Equipment** is defined as intangible and tangible nonexpendable personal property with an acquisition cost of more than \$1,000 and a useful life of more than one year.

Reportable Capital Equipment subject to depreciation includes all items tangible and intangible with a historical cost of \$5,000 and above.

Minor Controllable Assets refers to any asset having a value or cost of between \$300 and \$999.99. These items are recorded on the county fixed asset inventory system for monitoring and reporting purposes.

Controlled assets are items that need to be secured and tracked due to liability issues, insurance, licensing, original funding information or other factors that do not meet the definition of fixed assets and are not capitalized because they are below the \$1,000 capitalization threshold. For departmental budgeting purposes, there is no difference between a "Capital Asset" and a "Controllable Asset". The only

difference is in the procedure for recording the asset in the county's financial statements.

Examples of the types of items that are tracked as "**Minor-Controllable Assets**" are: Personal computers, printers, televisions, DVR's, mobile and two way radios, weapons, cameras, it includes office furniture such as desks, chairs, small shredders, bookcases, credenzas, etc.

Expendable supplies refer to items with an acquisition cost of less than \$300. Types of items that are considered expendable supplies include: forms, pens, pencils, wastebaskets, staplers, stamps, pocket calculators, tires, batteries, spare parts, paint, bulbs, lamps, lumber, nails, tapes, diskettes, ribbons, cables, uniforms, shoes, boots, hats, badges, hammers, wrenches, saws, small tools, etc.

The County of Hidalgo Purchasing Department Fixed Asset Division does not monitor expendable supplies. Inventory of supplies remain the responsibility of the County departments using them.

FIXED ASSET CLASSIFICATION

There are five (5) major classifications of County Fixed Assets. The classifications are based on the *“Hidalgo County Expenditure Object Codes Guideline” 04-01-2009, and the “Hidalgo County Capital Asset Guide-01-02-2002” Editions.*

All fixed assets of the county will fall within one of the 5 classifications as follows:

For complete information on Capital Asset Classification, please refer to the *“Capital Asset Guide” –Hidalgo County Auditor’s Office, “Effective January 1, 2002.”*



1. Land and Land Improvements



2. Buildings & Buildings Improvements



3. Other Structures



4. Infrastructure



5. Machinery and Equipment

ORDERING FIXED ASSETS

The acquisition of fixed assets starts with the requisition process until the items are received by the user department.

The authorized administrative assistant for the department will submit a requisition form to the Purchasing Department to begin the purchasing process.

Fixed Assets must be purchased using the requisition and Purchase Order (PO) process.

The PO Administration captures the data submitted in the requisition. The information included in the description in the commodity section of the PO is the information seen as the description of the Fixed Asset Property Report. It is important to use a description that will easily identify the asset.

Specifications are to be written in accordance with state purchasing laws so that there is no unwarranted favoritism toward specific vendors.

It is critical that the description information entered for items being ordered during the requisition process is complete, detailed, and specific enough to be transferred to the County's Fixed Asset Inventory System.

Descriptions should be written with the following information sequence: If it is a vehicle, enter first the year, followed by brand name, model, and specify whether it is a car, van, pick-up, etc. All other equipment items must have the brand name first such as Dell, HP, etc., followed by model and finally indicating whether it is a computer, printer, table, chair, etc. Abbreviations should be commonly used and easily recognizable.

Assets held in trust. Capital assets held by the county on behalf of a non-county entity and under the temporary control of the county are called assets in trust. This includes assets owned by the federal government that have been loaned to the county or assets purchased with federal or state grant funds in which the asset remains the property of the granting agency.

Example of Assets Held in Trust: Items purchased by the Community Supervision and Corrections Department (CSCD) are included in the Criminal Justice Assistance Division inventory and therefore are included in the inventory for Hidalgo County and need to be tagged. These items are tracked in Hidalgo County's Alio Inventory System as assets held in trust and Purchasing should be notified when these assets are retired. CSCD numbering system starts with the prefix AA and do not have bar code reading capabilities.

CAPITALIZATION OF FIXED ASSETS

The Purchasing Department Fixed Asset Division has the responsibility of ensuring that all acquisition of property purchased or acquired through non conventional means, is properly capitalized including and not limited to purchased items, Court Awarded Property, Donations, and other additional costs.

Capitalize refers to report capital outlays as capital assets in the balance sheet.

Purchased items such as machinery and equipment with a unit cost of \$1,000 and above are capitalized and included in the Hidalgo County's Inventory System. This capitalization threshold was approved by Hidalgo County Commissioners' Court on May 11, 2004.

Court Awarded Property is included in the County's Inventory System if the items are to be used for law enforcement purposes. HIDTA, DA's, Sheriff's Department, and the County Constable Departments are required to submit to the Fixed Asset Division (within 10 working days after receipt), a certified copy of the final judgment along with a copy of the property insurance notification for items to be included in the inventory.

Capital Asset Donations will be reported at their estimated fair market value at the time of acquisition by Hidalgo County. The user department has

the responsibility to complete and submit

to the Hidalgo County Purchasing Department, Fixed Asset Division the **Inventory Notification Form FA.007 (Ref: Page 38)**, and obtain County Commissioners' Court approval to formally accept the items in accordance with **LGC § 81.032**.

Proration of additional costs such as transportation, assembling, installation, and other miscellaneous costs are part of the acquisition also

known as ancillary costs. A proration table **Form FA.008** may be used to allocate these additional costs on a percent basis to the items being acquired. **(Ref: Page No. 39)**

Capitalization of add-on costs refers to upgrades to existing equipment that is adding a function or part that did not exist before. Examples of add-ons are a new module, or electronic card to perform enhanced functions such as graphics and sound. In this case, the asset number, and the serial number must be provided to the Purchase Order administrators to be noted in the P.O. as an upgrade to an existing item. Add-ons are added to the historical cost of the asset.

RECEIVING & TAGGING FIXED ASSETS

A county asset number (tag) is issued by the Fixed Asset Division at the time a Purchase Order is authorized and it is delivered to the department that requested the equipment along with a confirmation form.

Once an ordered item is received at the Department location, it should be identified by serial number and description and cross referenced with the asset number information.

Tagging should be done by a designated employee at the department receiving and using the equipment, with assistance from the Purchasing Department Fixed Asset Division.

When practical, tag numbers are to be placed adjacent to the equipment manufacturer's I.D. plate.



Otherwise, tags should be placed on a

visible and accessible location such as the upper left or right hand corner of the item.

If there is not sufficient space or the surface is not smooth or appropriate, the tag number may be placed away from heavy exposure, wear areas, or at a place which does not detract from the equipment's appearance and may be easily located during inventory.

In some cases, engraving or marking the item with a marking tool may be applicable.

Items which are considered non-taggable are: Software, dome cameras, network cards, computer parts, weapons, vehicles or equipment used in undercover operations. The tags for this particular kind of equipment must be kept in a folder for review during audits or physical inventories. Documentation such as invoices and pictures should also be included indicating where the items are currently located.

After the tagging process is completed, the designated employee should sign and return the confirmation form **FA.003 (Ref: Page 28)**.

FIXED ASSET PHYSICAL INVENTORIES

By statute, the Purchasing Agent is required to present an inventory listing of all Hidalgo County fixed assets to the County Auditor by July 1 of each year in compliance with LGC 262.011. (i) To meet the statutory requirements, a physical inventory is conducted once each year of all capital and controllable assets.

Annual Inventory at Department Level

On an annual basis the Fixed Asset Division will send (by June 30th) a Fixed Asset Property Report for the previous year end to the department's administrator or representative for review and confirmation.

Each County Department will receive a computer printout of all equipment assigned to their department. Upon receipt of the report, the Department Head shall assign a member of their staff to take the inventory. After careful review if an item is missing, it is the responsibility of the department head to report the missing item and the circumstances involved. If no discrepancies are noted, the administrator shall return the **Physical Inventory Confirmation Form FA.005** to the attention of the fixed asset division attesting the accuracy of the report. (*Ref: Page No. 30*)

Physical Inventory Conducted by Fixed Asset Division

Under the direction of the Purchasing Agent, the Fixed Asset Manager shall monitor, review and report inventories performed by the County departments. A physical count of Hidalgo County's

inventory is done annually in coordination with the Department's representative. Complete physical inventories are certified and maintained by the Hidalgo County Purchasing Department-Fixed Asset Division. An inventory certification of properly accounted for items is provided to the Elected official or department head at the end of the inventory after fixed asset staff conducts a physical verification based on 100 % or random inspection of the inventory.

Fixed Asset Audit by County Auditor

Periodically the County Auditor will audit fixed asset records held in the Purchasing Department and audit actual equipment held by various departments in the county to determine the accuracy of inventory records.

Unscheduled Inventories

If there is a change in elected official or department head during a fiscal year, the Purchasing Agent will be notified of the change with sufficient time for an inventory to be performed of the fixed assets of the department. Upon completion of the final inventory, any discrepancies shall be reported to the Commissioners' Court for appropriate action.

INTERNAL CONTROL OF MACHINERY & EQUIPMENT

To maintain accountability at all times of the machinery and equipment assigned to County Departments, each department assigned representative should maintain a log book to record the location of the equipment within the Department.

An initial inventory should be conducted to determine the current location of each item listed in the annual inventory report received from the Fixed Asset Division.

During the inventory, it will be determined by the Department's assigned representative the room number, Department Division, Building Name, Floor, and employee name responsible of using and safeguarding the equipment.

Off site use of equipment: All fixed assets should remain at the physical location assigned to them within the department's premises (as shown on the Fixed Asset Property Report). Assets may only be removed from the department when authorized by the department head.

Since this is an internal control, each individual Department should develop their own log system that will include the condition, and the repairs history of the items.

COUNTY VEHICLES REGISTRATION

All County vehicles are subject to the process of registration, insurance, fuel card and emblems requirements during the acquisition, use, and disposition as follows:

Registration The four basic forms delivered with each vehicle at the time of acquisition and required as part of the registration process are:

- **130-U** "Application for Texas Certificate of Title" (Ref: Page No. 34)
- **VTR-62-A** "Application for Standard Texas Exempt License Plates" (Ref: Page No. 36)
- "Odometer Disclosure Statement", (Ref: Page No. 38) and
- The **Manufacturer's "Certificate of Origin for a Vehicle."** (Ref: Page No. 39)



Regular Exempt License Plates are issued to the user department, once the registration process is complete. A copy of the Registration Receipt should be forwarded to the Fixed Asset Division in order for License Plate information to be included in the County's Inventory System. (Ref: Page No. 41)



Texas Certificate of Title

After the registration has been completed, a new "Texas Certificate of Title" should be received by the user County department within 10 working days. This title should be delivered to the Fixed Asset Division, and copies should be kept in the user county department files. (Ref: Page No. 40)



Emblems Requirement

Vehicles applying for Texas Exempt License Plates "must have printed on each side of the vehicle the name of the agency in letters that are at least two inches high or in an emblem that is at least 100 square inches in size, and of a color sufficiently different from the body of the vehicle to be clearly legible from a distance of 100 feet." (Refer to: Transportation Code § 502.2015).

Insurance All County vehicles are required to have full coverage or minimum liability insurance at the moment of receiving the vehicle. A vehicle insurance notification must be submitted to the Safety Division Insurance Section within 24 hours of the vehicle being received by a County Department.

Fuel Cards A fuel credit card request, vehicle description, and license plate number must be submitted to Fuel Card Specialist for issuance of a Fuel Credit Card.

COUNTY VEHICLES REGISTRATION

Exempt License Plates Disposal When a vehicle displaying an exempt license plate is sold, junked, or salvaged, the license plates and receipt must now be surrendered to the Tex DOT local regional office for disposal and record update.



Machinery type vehicles Unconventional type machinery owned by exempt agencies must be registered with exempt plates if they are used upon highways and streets of Texas. (One plate issued). Unconventional machinery – such as back hoe's, welding units, graders, etc., will be registered and titled. Use form 62-A. (Ref: Page No. 36)



Farm type machinery such as Ford or John Deere tractors can be registered and titled by using Form 62-A and evidence of ownership.



When tractors are not used on roadways, then an (SMV) Slow Moving Vehicle Sign should be used.

TRANSFER OF ASSETS

The Purchasing Agent has control over the transfer of equipment from one department to another, with the approval of the Commissioners' Court. (See Section 262.011 (i) – Local Government Code of Texas).

A department does not have the authority to transfer equipment from one department to another, destroy, throw away, or discard equipment. A request to make a transfer or dispose of equipment shall be submitted to the Purchasing Department and with proper approval may then be transferred. After approval by the Purchasing Agent, the transfer of assets will take place, at which time both departments will sign the form. Otherwise, the department head

is responsible for all equipment assigned to his/her department.

County assets are acquired to be used for county purposes only. When equipment is taken off county premises for reasons other than transfers or final disposition, then a formal request and formal approval from the department head or designee must be obtained. This includes situations when assets are taken off-site for repairs. The temporary removal must be documented and a log should be maintained to indicate who accepted responsibility for the item being removed.

A fixed asset transfer occurs when a department agrees to give an asset to another department or a department transfers a fixed asset to a new location within the department.

A fixed asset transfer form has to be completed and the original delivered to the Fixed Asset Division for processing. The form must have all applicable signatures of the officials receiving and transferring out the assets, the date, description, serial number and permanent tag number of the items being transferred. (Ref: Form FA.002-Page No. 27)

SURPLUS PROPERTY

The Fixed Asset Division in the county is under the general control of the Purchasing Agent who is assigned the authority by the Commissioners' Court to move surplus assets from one department to another and re-assign fixed assets as the need may arise.

The Purchasing Department Fixed Asset Division is responsible for warehousing all surplus, excess, or salvage items. Items no longer useful to the departments are stored by Purchasing at the warehouse for reuse by other departments or until sold. User departments can sometimes leverage scarce budget funds by requesting a transfer of surplus assets located in the warehouse rather than purchasing new assets. Items such as office furniture and equipment are available in the warehouse.

No property is to be accepted by Purchasing Office staff without proper completion of the transfer information and appropriate signatures of the Hidalgo County Asset Transfer Form FA.002. The form should be sent to the Purchasing Agent before the transfer is made.

Once the transfer form for surplus is completed, the next step is to transport the asset to the warehouse or designated location. Departments that can transport the asset directly need to contact the Fixed Asset Division to ensure that the surplus specialist is available to receive the asset at the warehouse. The user department shall not drop off assets without the surplus specialist being available to receive them.

Departments play a key role in ensuring that all fixed assets that are disposed of or sent to surplus are properly reflected in the County's annual financial statements.

The surplus form is used for fixed and non-fixed assets. If the item is a fixed asset, include the permanent tag number. The form is to be completed by the administrator (designated representative) and signed by the Department Head.

FIXED ASSET DISPOSITIONS

Disposition Methods Outline

Salvage and surplus property owned by the county may be disposed under the provisions of The Texas Local Government Code – (Chapter 263- Sections 263.151 through 263.158).

A fixed asset disposal occurs when a department has a fixed asset that is no longer considered to be in working condition, is obsolete, scrapped or dismantled. If a department no longer needs an asset and the asset is not being transferred to another department, the asset can be sent to surplus for disposition at public auction.

In addition to periodic dispositions during public auctions, capital assets may be written off in instances where they have been destroyed, stolen, lost, obsolete, or are damaged beyond repair. A list of such items must be presented to County Commissioners' Court for approval to be removed from the County's Inventory. Final disposition of no longer useful equipment and county owned real state property can be identified in one of 14 disposition methods as outlined below.

- **1. Auctions**
- **2. Competitive bids**
- **3. Trade-ins**
- **4. Donations**
- **5. Returns**
- **6. Discarded/Waste Property**
- **7. Salvage**
- **8. Missing Assets**
- **9. Stolen Assets**
- **10. Scrap Metal**
- **11. Disposition by Destruction**
- **12. Disposition of Abandoned and Unclaimed Property**
- **13. Cannibalization**
- **14. Disposition of County Owned Real State Property**

FIXED ASSETS DISPOSITION

Auctions, Competitive Bids

The Purchasing Agent will periodically request that the Commissioners' Court declare property "surplus" or "salvage" for disposition at public auction or by Competitive Bids.

1. Auctions

Once Commissioners' Court approval is received, the Purchasing Office shall coordinate the placement of the advertisement. LGC § 263.153 (a) specifies that: " The commissioners' court shall publish notice of a sale of surplus or salvage property in at least one newspaper of general circulation in the county; and (b) The notice must be published on or after the 30th day but before the 10th day before the date of the sale."

The Fixed Asset Division supervises the auction to ensure that it meets statutory requirements and may reject offers in accordance with LGC 263.154 which states: "The commissioners' court or its designated representative conducting the sale may reject any offer to purchase surplus or salvage property if the court or representative finds the rejection to be in the best interest of the county."

Once the auction is complete, the Purchasing Department-Fixed Asset Division keeps a record of each item or surplus or salvage or property sold and the sale price of each item as dictated by LGC 263.155. Auction proceeds are collected as required by LGC § 263.156 and deposited by the Treasurer in the County's General Fund or the appropriate Special Revenue Accounts established by the Purchasing Department and the County Auditor's Office Accounting Division for sales of equipment.

Surplus Procedures Prior to Auction

Before the sale of surplus equipment at public auction, all Hidalgo County identifying information shall be removed. It includes and is not limited to remove all county asset tag #'s, County Emblems, Light Bars, Radios, and exempt license plates. Any electronic or digital media shall be erased of any information and it must be rendered inoperable and useless prior to disposal.

2. Competitive Bids

The process for competitive bids is similar to that of auctions. The Purchasing Agent shall compile a list of items to be declared as "surplus" or "salvage" and request Commissioners' Court approval of the items for disposal. Once approval is received, the purchasing department places the advertisement. The Purchasing Agent supervises the competitive bidding process and again, may reject offers, if it is in the best interest of the County. Competitive bids are received as identified in the advertisement, opened, read and the best bid accepted.

FIXED ASSETS DISPOSITION

Trade-Ins, Donations, Returns

3. Trade-Ins

Commissioners' Court of a county may: "Offer the property as a trade-in for new property of the same general type if the Commissioners' Court considers that action to be in the best interest of the county. (See Texas LGC § 263.152 (a) (2))

If the trade-in option is used, then a request for trade-in must be presented to county commissioners' court for approval. Trade-In allowance documentation must be provided by the vendor and included as part of the agenda package. Trade-In allowance information must be included in the P.O. by the Purchase Order Administrators.

A trade-in can be defined as exchanging an existing asset as part of an agreement to acquire a new asset.

Trade-In value, if any should be included in an asset's cost. Example: Purchase cost + trade-in value of old asset = total cost of asset.

After obtaining a trade-in allowance from a vendor, the department submitting a requisition should ensure that the County asset #, description and trade-in allowance of the old item are entered as a caption and clearly printed in the Purchase Order under the description of the new item being acquired.

4. Donations

The Commissioners' Court: "May dispose of the property by donating it to a civic or charitable organization located in the county if the Commissioners' Court determines that trying to sell the property would result in no bids received or the bid price is less than the county's bidding related expenses; the donation serves a public purpose; or the organization provides the county with adequate consideration related to transportation or disposal expenses related to the property." (See Texas LGC Ch. 263.152 (a) (4)).

5. Returns

If it is determined that the equipment is defective and needs to be returned, a credit memorandum or refund check must be sent to the County Auditor's Office for acceptance and to deposit the refund in the original budget account. A copy of the documentation must be forwarded to the attention of the Fixed Asset Division so that the asset records in the County's Alio Inventory System can be updated to reflect the return of the asset. The asset number, serial number, and description of the item must be included otherwise the item will remain in the department's inventory.

FIXED ASSETS DISPOSITION

Discarded, Salvage, Missing Assets

6. Discarded/Waste Property

Discarded waste means property which is incapable of performing its intended function, and has no value for any other purpose. These materials are of no value to the county other than through recycling or disposal. (See Texas LGC § 263.152 (a) (3))

7. Salvage

"Salvage property – means personal property, other than items routinely discarded as waste that because of use, time, accident, or any other cause is so worn, damaged, or obsolete that it has no value for the purpose for which it was originally intended" (See Texas LGC § 263.151.1).

8. Missing Assets

The user department shall contact the Fixed Asset Division when an item is identified as "missing" and the department cannot prove that theft occurred. Assets identified as "missing" shall not be immediately removed from the inventory listing, but shall be retained until a thorough search can be made to determine that the asset is not located elsewhere in the county. The user department is required to make a thorough and adequate search for the missing item and document steps taken to locate the asset.

After the initial physical inventory certification is provided to a County Department, Items not located during subsequent inventories will be subject to a timeframe before allowing any removal of assets from inventory.

To allow sufficient time to find unlocated equipment, "missing" assets will be retained on the inventory list for a minimum of three years. For each inventory period during the "three year" period, the department is required to again make a thorough and adequate search for the missing item.

After three successive inventories in which a missing item is not located, the responsible Elected/Appointed Official or Executive Manager shall provide a memo to the Purchasing Agent and the Commissioners' Court outlining the circumstances surrounding the missing item. The Elected/Appointed Official or Executive Manager shall also jointly present to the Commissioners' Court voting session in which the Purchasing Agent makes a request of the Commissioners' Court to remove the item from inventory.

FIXED ASSET DISPOSITION

Stolen Assets, Scrap Metal, Disposition by Destruction

9. Stolen Assets

The elected/appointed official or department head shall report stolen items from their department immediately to the Hidalgo County Sheriff's Office, the County's Safety Division, and shall complete an incident report. The user department shall send a copy of the incident report to the Fixed Asset Manager. A replacement should not be requested until after 90 days to allow for item recovery. An official or department head shall request an agenda item to report loss, request replacement if necessary, and seek approval to remove the item from office's fixed asset listing. Recovered items are similarly reported to Commissioners' Court. The user department shall notify the Fixed Asset Division if the item has/has not been recovered so that the inventory records may be adjusted. **Use Asset Disposition Form FA.006. (Ref: Page 31)**

10. Scrap Metal

Accumulation of metal objects that were part of old building structures, metal parts from a/c units, or parts of trashed items, may be disposed by using the services of the County's contracted scrap metal company. The request for disposition should be presented to County Commissioners' Court for approval. The request should include a list of any items that may have a County asset number, and/or serial number, and a complete description to ensure proper removal of such items from the County's Inventory System.

All scrap metal items that have been declared surplus for disposition, should be transferred to Facilities Management for proper disposal.

Facilities Management personnel will separate the units as:

1. Metal
2. Copper
3. Aluminum

Facilities Management may sell the scrap metal in the open market or to the county's contracted scrap metal company. All proceeds from the sale of scrap metal will be deposited in the county's General Fund.

11. Disposition by Destruction

Items that may constitute a liability to the county, such as weapons, bullet proof vests, law enforcement uniforms, emergency light bars, badges, computer hard drives, and items that are so worn, obsolete, broken, and no longer useful for their intended use, shall be presented to County Commissioners' Court to be destroyed. (Please indicate County asset number, description, serial number, and reason for destruction).

FIXED ASSET DISPOSITION

Abandoned and Unclaimed Property, Cannibalization, Real Estate Properties Disposition.

12. Abandoned and Unclaimed Property

Abandoned and Unclaimed property seized by a peace officer is temporarily held and disposed of at auction with the proceeds deposited in the County Treasury as outlined in article 18.17 of the Code of Criminal Procedure.

13. Cannibalization

In general, assets should not be cannibalized for parts unless it is in the best interest of Hidalgo County to do so because a need exists for the cannibalized parts or will exist within the near future. All parts which have a common use shall be considered recoverable and candidates for cannibalization. Examples of such items include: motors, chains, gears, and subassemblies commonly sold as reconditioned or rebuilt parts.

After all useful parts of the cannibalized asset have been used the asset must then be transferred to Surplus for disposal. The user department shall indicate in the "remarks" column of the Hidalgo County Asset Transfer Form whether or not an item has been cannibalized and the component(s) that have been removed. This assists the Fixed Asset Manager in appropriately noting the condition of an asset when it is sold at auction or in determining whether or not it can be removed from the department's inventory.

14. Real Estate Properties Disposition

Real property owned by the County shall be disposed of in accordance with the Texas LGC Chapters 253.001, 253.008, 272.001, 263.001, 263.007, or 263.008 as applicable.

A request to place the property for sale should be presented to County Commissioners' Court for review and approval. After the review, County Commissioners' Court may make a final determination on the proposed sale.

Beginning in Fiscal Year (FY) 2014, all Real Estate Property approved by County Commissioners' Court may be forwarded to the Contracted Real Estate Broker for Final Disposition.

CONCLUSION

While no set of procedures or policies can address all circumstances, this manual has been prepared to serve as a guideline and reference for questions related to the management of County fixed assets.

It is not the purpose of this manual to cause hardship to any person, but to provide for a better understanding of the importance of fixed asset responsibilities and controls.

Any issue not specifically addressed by this manual should be directed to the Purchasing Agent prior to any action being taken by the department.

All furniture, equipment and machinery must be used for county business only.

The law is very specific concerning the use of the public property. The purpose of this manual is to make everyone aware of these laws and to help prevent misuse of county-owned property.

The protection of property is outlined in Section 31.11 (a) of the Penal Code of Texas

By establishing standards for property control, the job of controlling and managing county property will be made easier for all concerned.

BIBLIOGRAPHY

1. Travis County - Fixed Asset Policy and Procedure Manual-February, 2006.
2. Harrison County - Fixed Asset Policy and Procedure Manual – September-3, 2004.
3. Hidalgo County – Capital Asset Guide – January-01-2002
4. Texas Local Government Code (LGC)
5. Texas Department of Motor Vehicles-Web Site - www.txdmv.gov
6. GASB Statement # 34 – June 1999.
7. Hidalgo County Expenditure Object Codes and Description Guidelines – 04-01-2009.
8. Hidalgo County Purchasing Department-Policies and Procedures-(CC-06-26-12-Revision).
9. (GFOA) Governmental Finance Officers Association
10. The CPA Journal – www.nysscpa.org/cpajournal/2008/408/essentials/p40

LIST OF FIXED ASSET FORMS

Copies of these forms are available in electronic format, and can be delivered via e-mail or in a CD by calling the Purchasing Department Fixed Asset Division at (956) 318-2626.

<u>FORM No</u>	<u>DESCRIPTION</u>
FA.001.....	Declaration of Representative Form
FA.002.....	Transfer Form
FA.003.....	Tagging Confirmation Form
FA.004.....	FA Procedures Manual Acknowledgement Form
FA.005.....	Physical Inventory Confirmation
FA.006.....	Asset Disposition Form
FA.007.....	Inventory Notification Form
FA.008.....	Proration Form

DMV-VEHICLES REGISTRATION FORMS (Available in electronic format at (www.TXDMV.gov))

130-U.....	"Application for Texas Certificate of Title"
VTR-62-A.....	"Application for Standard Texas Exempt Lic Plates"
BFA-65-3.....	"Odometer Disclosure Statement"
Documents received from dealership and Tex-DOT.	
*****.....	"Manufacturer's Certificate of Origin for a Vehicle"
30-C.....	"Texas Certificate of Title"
VTR-500.....	Vehicle "Registration Receipt"



Hidalgo County, Texas
Purchasing Department/Fixed Asset Division
Declaration of Representative Form

DATE:

TO: Hidalgo County Purchasing Department
Attention: Fixed Asset Manager

FROM:

The employees designated below are hereby designated as my representative to handle and control fixed assets for my department. I understand that I am ultimately responsible for the care and accurate accounting for all fixed assets assigned to my department.

Name	Title	Address	Phone Number	Fax #	Co Cell No	e-mail address

Elected/Appointed Official or Department Head Signature

Date

Printed Elected/Appointed Official or Department Head Name

Department

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

DEPARTMENT NAME	LOCATION	TF#
TRANSFER TO:		
TRANSFER FROM:		
NAME (PRINT)	PHONE	E-MAIL:
CONTACT INFORMATION:	FAX NO.:	
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)

1	2	3	4	5	6	7	8	9	10	FIXED ASSET DIVISION USE ONLY									
										DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION	PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC
JUSTIFICATION FOR TRANSFER:										FROM		TO							
										DEPT.									
										AMOUNT \$		\$							

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	DATE
CONTACT PERSON TRANSFERRING ITEM(S) OUT	DATE
PERSON RECEIVING ITEM(S)	DATE
REVIEWED & PROCESSED BY P.A. DIVISION	DATE

MARTHA L. SALAZAR PRINT NAME	SIGNATURE

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

DATE _____ INITIAL _____
EFFECTIVE DATE 03/01/13



Acknowledgement Form

Date:

To: Hidalgo County Purchasing Department
Attention: Fixed Asset Manager

I certify that I have obtained, read and understood the contents of the Hidalgo County Fixed Asset Policy and Procedures Manual as revised August 2014.

Designated Representative Signature

Date

Elected/Appointed Official
Or Department Head Signature

Date

Physical Inventory Confirmation



Hidalgo County Purchasing Department
Physical Inventory Confirmation Form

Date: _____

To: Hidalgo County Purchasing Department
Attention: Fixed Asset Manager

From: _____

Attach: Completed Inventory List

I have reviewed the attached fixed assets inventory for my department and, except as noted on the inventory list and referenced below, hereby acknowledge all listed property to be accounted for and in proper working order.

Elected/Appointed Official or Department Head Signature

Date

Comments:



HIDALGO COUNTY, TEXAS
PURCHASING DEPARTMENT
 FIXED ASSET DIVISION

This form requires Co. Comm. Court approval.

ASSET DISPOSITION FORM

DEPARTMENT DISPOSING-ASSET(s)		DEPT. NO.	PURPOSE OF FORM This form is to be used when disposing of an asset by a method other than a transfer to Surplus or to another County Department. After approval by County Commissioner's Court, Please submit form to Fixed Asset Division.	DISPOSITION TYPE: <input type="checkbox"/> Trade-in <input type="checkbox"/> Landfill <input type="checkbox"/> Destruction <input type="checkbox"/> Scrap Metal Other: _____		Purchasing Dept <i>office use only</i> FUND
DATE OF REQUEST:		LOCATION:		Serial Number	Original Cost	
Item	Asset Number	Asset Description	Serial Number	Original Cost	Disposal Date	FUND
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Explanation:

Elected Official/Department Head Signature: _____

Date: _____

Please submit a copy of the Commissioner's Court Approved Minutes with form.

Sample

APPLICATION FOR TEXAS CERTIFICATE OF TITLE

SHADED AREAS ARE TO BE COMPLETED BY THE SELLER

TYPE OR PRINT NEATLY IN INK

TAX OFFICE USE ONLY				
Tax Collector _____		County _____		
Date _____		Transaction Number _____		
1. Vehicle Identification Number _____	2. Year _____	3. Make _____	4. Body Style _____	
5. Model _____	6. Odometer Reading _____	7. Gross Weight _____	8. Carrying Capacity (lbs.) _____	9. Tonnage _____
10. Trailer Type (Semi - Aut)	11. Plate No. _____	12. Vehicle Unit No. _____	13. Applicant's (Whichever Applies) Social Security Number (See "Notes") or Federal Tax ID Number _____	
14. Applicant's (Owner's) Name(s) _____				
Address _____				
City, State, Zip Code _____ County Name _____				
15. Registrant's Name (Person or Entity Receiving) _____				
Address _____				
City, State, Zip Code _____ County Name _____				
16. Vehicle Physical Location City, State, Zip Code _____				
17. Previous Owner's Name _____				18. ODM - Dealer Use Only _____
Address _____				
City, State, Zip Code _____				
THIS MOTOR VEHICLE IS SUBJECT TO THE FOLLOWING FIRST LIEN				
19. Lien Code _____	For Lender's Name _____			20. Additional Lien(s)? <input type="checkbox"/> YES (If additional lien(s) to be recorded, attach Form VTR-027.)
Address _____				
City, State, Zip Code _____				
21. FOR CONNECTED TITLE: <input type="checkbox"/> Change in Vehicle Description <input type="checkbox"/> VIN <input type="checkbox"/> No Change in Ownership <input type="checkbox"/> Add Lien <input type="checkbox"/> Remove Lien <input type="checkbox"/> Odometer Fraud <input type="checkbox"/> Odometer Reading				
22. ODOMETER DISCLOSURE - FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE UPON TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.				
I, _____ (Name of Seller/Agent) state that the odometer now reads _____ (in miles).				
The mileage shown is: <input type="checkbox"/> A - Actual Mileage <input type="checkbox"/> B - No Actual Mileage WARNING - ODOMETER DISCREPANCY <input type="checkbox"/> C - Mileage Exceeds Mechanical Limit				
* IF NO DISCREPANCY, TITLE APPLICANT SHOULD CHECK ONE OF THE 3 BOXES ABOVE UNLESS NUMBER 6 INDICATES "EXEMPT."				
MOTOR VEHICLE TAX STATEMENT				
23. CHECK ONLY IF APPLICABLE: <input type="checkbox"/> I am Motor Vehicle Retailer's (Retailer) Permit No. _____ and will satisfy the minimum tax liability (V.A.T.S., Tax Code, §102.048 (B)). <input type="checkbox"/> I am a Dealer or Lessor and qualify to take the Fair Market Value Deduction (V.A.T.S., Tax Code, §102.009 (B)).				
24. DESCRIPTION OF VEHICLE TRADED IN (if any) _____	Year _____	Make _____	Vehicle Identification Number _____	25a. ADDITIONAL TRADE - INET (if any) _____
26. SALES AND USE TAX COMPUTATION				
<input type="checkbox"/> Sales Price (\$ _____, rebate fee (see below) deducted) \$ _____		<input type="checkbox"/> \$90 New Resident Fee - (Previous State) _____		
27. Less Trade - In Amount, Describe in Item 20 Above \$ _____		<input type="checkbox"/> \$5 Even Trade Tax _____		
28. For Dealer's use (Retailer ONLY) - Fair Market Value Deduction, Describe in Item 20 Above \$ _____		<input type="checkbox"/> \$10-00 Tax _____		
29. Taxable Amount (Sum a minus item b, item c) \$ _____		<input type="checkbox"/> \$55 Retailer Salvage Fee _____		
30. 4.25% Tax on Taxable Amount (Multiply item d by .0425) \$ _____		<input type="checkbox"/> 2.5% Emissions Fee (Diesel Vehicles 1997 and Older = 14,000 lbs.) _____		
31. Late Tax Payment Penalty (3.5% or 10%) \$ _____		<input type="checkbox"/> 1% Emissions Fee (Diesel Vehicles 1997 and Older = 14,000 lbs.) _____		
32. Tax Paid in _____ (STATE) \$ _____		<input type="checkbox"/> Exemption claimed under the Motor Vehicle Sales and Use Tax Law because _____		
33. AMOUNT OF TAX AND PENALTY DUE (Item a, plus item f, minus item g) \$ _____		<input type="checkbox"/> \$25 or \$30 APPLICATION FEE FOR CERTIFICATE OF TITLE (Contact your County Tax Assessor Collector for the correct fee.)		
I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS DOCUMENT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.				
29. Signature of SELLER, DONOR, OR TRADER _____		PRINTED NAME (Same as signature) _____		Date _____
30. Signature of PURCHASER, DONEE, OR TRADEE _____		PRINTED NAME (Same as signature) _____		Date _____
RIGHTS OF SUBROGATION OWNERSHIP AGREEMENT (WARNING PERSONS)				
WE, THE PERSONS WHOSE SIGNATURES APPEAR HEREIN, HEREBY AGREE THAT THE OWNERSHIP OF THE VEHICLE DESCRIBED ON THIS APPLICATION FOR TITLE, SHALL FROM THIS DAY FORWARD BE HELD JOINTLY, AND IN THE EVENT OF DEATH OF EITHER OF THE PERSONS NAMED IN THE AGREEMENT, THE OWNERSHIP OF THE VEHICLE SHALL REST IN THE SURVIVOR. NOW SIGNED PERSONS ARE REQUIRED TO EXECUTE A WRITTEN SUBROGATION OWNERSHIP AGREEMENT FOR A MOTOR VEHICLE, FORM VTR-025.				
SIGNATURE _____		Date _____		
SIGNATURE _____		Date _____		
WARNING: Transportation Code, §501.156, provides that falsifying information on title transfer documents is a Felony offense punishable by not more than (10) years in prison or not more than one (1) year in a community correctional facility. In addition to imprisonment, a fine of up to \$10,000 may also be imposed.				
* NOTE: Transportation Code, §501.029, requires that the applicant's social security number be provided when applying for a certificate of title. If the applicant does not have a social security number, Form VTR-171, Statement of Fact for Non-Disclosure of a Social Security Number, must accompany this application. This information is requested for owner identification purposes.				

Form 130-0 (Rev. 4/2004)

**GENERAL INSTRUCTIONS
APPLICATION FOR TEXAS CERTIFICATE OF TITLE**

This form must be completed and submitted to your County Tax Assessor-Collector accompanied by any required application fee, supporting documents, registration fee if applicable, and any motor vehicle tax due. An application form may be reproduced or faxed; however, a completed form must contain original signatures to be accepted.

AVAILABLE HELP

- For assistance in completing this form contact your County Tax Assessor-Collector.
- For information about motor vehicle sales and use tax, or emission fees, contact the Texas Comptroller of Public Accounts, Tax Assistance Section, at 1-800-252-1382 toll free nationwide, or call 512/463-4600. (From a Telecommunication Device for the Deaf (TDD) ONLY CALL 1-800-248-4099, toll free nationwide or call 512/463-4621.)
- For title or registration information, contact your County Tax Assessor-Collector or the Texas Department of Transportation's Vehicle Titles and Registration Division at 512/465-7611. (From a Telecommunication Device for the Deaf (TDD) ONLY CALL 512/002-2110.)

NOTICE

With a few exceptions, you are entitled to be informed about the information TxDOT collects about you. Texas Government Code, §§552.021, 552.023, and 559.004 further entitle you to receive and review the information on request, and to request that the department correct any information about you that is deemed incorrect. Please contact the TxDOT Vehicle Titles and Registration Division, Customer Help Desk at 512/465-7611 for further details.

WARNING:

Any person who knowingly signs a false, joint statement is guilty of a felony of the third degree. (TEX. TAX CODE ANN., §152.101)

NOTICE

The sales and use tax must be paid to the County Tax Assessor-Collector within 20 county working days from the date of purchase or entry into Texas. The county will collect a \$2.50 fee for transfer of current registration in addition to the title application fees. If not currently registered, registration fees will be due.

Diesel powered vehicles may be subject to the Texas Emissions Reduction Plan surcharge on the taxable amount.

If the tax or diesel emissions surcharge is paid from 1 to 30 calendar days late, a penalty of 5 percent of the tax will be charged; if more than 30 calendar days late, the penalty will be 10 percent of the tax. Minimum penalty is \$1.00 (TEX. TAX CODE ANN., §152.066).

In addition to the late tax payment penalty, Transportation Code, §§520.031 and 520.032, provides for a delinquent transfer penalty of \$10.00 for failure to apply for title within 20 county working days from date of title assignment. Submit this application, along with proper evidence of ownership, and a copy of valid proof of financial responsibility, such as a liability insurance card, policy, etc., as provided in Transportation Code, §502.153.

All new residents applying for Texas certificate of title and registration for a motor vehicle must file at the County Tax Assessor-Collector of the county in Texas where the applicant resides within 30 days of establishing residency. Texas law requires that all vehicles, previously registered and titled or registered in another state or country, be inspected for safety and the motor and serial number or vehicle identification number verified before such vehicles may be registered in Texas. These inspections must be made by State appointed Safety Inspection Stations who will then complete an out-of-state Vehicle Identification Certificate. This form must be submitted to the County Tax Assessor-Collector with your application for registration and certificate of title.





Application for Standard Texas Exempt License Plates

Use this form to apply for standard Texas exempt license plates if your agency is not a volunteer fire department or emergency ambulance service. These agencies should submit different forms to obtain exempt license plates:

- Volunteer fire departments should submit form VTR-62-F
- Emergency ambulance services should submit form VTR-62-EMS

Complete two pages of this form. For questions regarding this form, contact your local County Tax Assessor-Collector's office.

Online form available at: www.txdot.gov. Mail completed form with any required attachments to your local County Tax Assessor-Collector's office.

Note: A Federal tax exemption status or the assignment of a Comptroller I.D. number does not qualify you for exempt plates.

(Print or type only)

Exempt vehicle(s) will be operated or leased by the following exempt organization:

Contact First Name _____ Initial _____ Last Name _____

Name of Organization _____ Phone _____

Address _____

City _____ State _____ Zip Code _____ County _____

State Number _____ (not required for federal government, state, cities, counties, or school districts)
(To be shown for political subdivisions created under Art. 16, §59 of the Texas Constitution.)

Please check the item that applies:

- Changing from regular issue exempt license plates to standard Texas exempt license plates.
- Replacing standard exempt license plates. Enter the license plate number being replaced in the table on the next page. Note: If the plates being replaced were lost, stolen or mutilated, submit this form directly to your local County Tax Assessor-Collector's office. When your new plates arrive, immediately surrender any remaining plates (with the exempt license receipt) to your local VTRI Regional Office.

STANDARD TEXAS EXEMPT LICENSE PLATES

Exempt agencies are required to file their paperwork through the County Tax Assessor-Collector's office in the county where the exempt agency is located.

NOTICE With a few exceptions, you are entitled to be informed about the information TxDOT collects about you. Texas Government Code, §§52.021, 52.023, and 52.005 further entitle you to receive and review the information on request, and to request the department correct any information about you that is deemed incorrect. Please contact the TxDOT Vehicle Titles and Registration Division at 512/465-7611 for further details.

(Repeat identifying information from page 1)

Contact First Name _____ Initial _____ Last Name _____
 City _____ State _____ Zip Code _____ County _____

For County Use
 Only
 Date Issued: _____

	Year Model	Make of Vehicle (Mfg and Model)*	Body Style**	Vehicle Identification Number	Required for Trailer or Semitrailer***		Previous License Plate Number	
					Empty weight	Gross weight****		
0.	2001	Honda Accord	4-door sedan	VN000000	N/A	N/A	None	Example Entry
0.	2000	Lufkin - S	Flatbed - ST	VN000000	8,000	30,000	XXX-XXX	Example Entry
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Note: You may use this form for 10 vehicles or less.

* For trailers, indicate make as shopmade (S) or homemade (H).

** Provide body style for commercial vehicles (pickup, dump, garbage, box van, utility, flatbed, truck tractor) or trailers (utility, flatbed, stock, box, livestock, or stake). Indicate (T) for trailer or (ST) for semitrailer.

*** Trailers (T) and Semitrailers (ST) weighing in excess of 4,000 lbs. gross weight must be titled. (Please complete Form 130-U, Application for Texas Certificate of Title).

**** Gross weight is the empty or shipping weight plus the heaviest load to be carried.

I certify that I am authorized to sign this application and that the vehicle(s) described herein has the applying organization's identifying information displayed on both sides of the vehicle in compliance with the following specifications (see [Transportation Code §502.2015](#)):

- Letters are displayed at least two inches high or an emblem is at least 100 square inches in size, and
- The color of the display contrasts sufficiently with the vehicle's body to be legible from at least 100 feet.

Printed Name of Authorized Agent _____

Signature of Authorized Agent _____ Date _____



Sample



FORM BFA-65-3 - TO REORDER CALL:
GREAT AMERICAN 1-800-231-0329

ODOMETER DISCLOSURE STATEMENT

Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I, BABY JACK II/CALDWELL COUNTRY MISC
(TRANSFEROR'S NAME - PRINT) state that the odometer now reads _____ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked.

- (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
- (2) I hereby certify that the odometer reading is **NOT** the actual mileage.
WARNING — ODOMETER DISCREPANCY.

MAKE CHEVROLET

MODEL SILVERADO 2500 BODY TYPE _____

VEHICLE IDENTIFICATION NUMBER 1GCHK43K29F129823

YEAR 2009

TRANSFEROR'S NAME BABY JACK II/CALDWELL COUNTRY MISC
(PRINTED NAME)

TRANSFEROR'S ADDRESS (STREET) PO BOX 27

CITY CALDWELL STATE ID ZIP CODE 77836

TRANSFEROR'S NAME X J Wood
(SIGNATURE)

DATE OF STATEMENT 01/19/09

TRANSFEEE'S NAME HIDALGO COUNTY

TRANSFEEE'S ADDRESS (STREET) 724 W BREYFOGLE

CITY MISSION STATE TX ZIP CODE 78574

TRANSFEEE'S NAME X _____
(PRINTED NAME)

HIDALGO COUNTY
(PRINTED NAME)

CERTIFICATE OF ORIGIN FOR A VEHICLE

3084



RBLP0019
INVOICE NO.
10D98257156

DATE
01/13/09

VEHICLE IDENTIFICATION NO.
1GCHK43K29F129823

YEAR
2009

MAKE
CHEVROLET

BODY TYPE
SILVERADO 4WD CREW CAB PICKUP

EMPTY WEIGHT
5901

HP (SAE) 51.2
G.V.W. 9200

NO. CYLS.
08

SERIES OR MODEL
CK20743

N.T.R.
3/4

P.O. NUMBER 613827HIDALGO-1X

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the invoice number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

07083 NFMT3H

BABY JACK II/CALDWELL COUNTRY MISC
PO BOX 27
CALDWELL

TX 77836-0027

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

* THIS VEHICLE *
* HAS A *
* 50-STATE *
* EMISSION *
* SYSTEM *

GENERAL MOTORS CORPORATION
& SUBSIDIARIES

Kendra DeMered

BY:

(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

(AGENT)

G54761701

DETROIT

MI 48243-1114

GM 571 851 1-0-05

Sample

WARNING! The form on the back of this detachable "tab" may only be utilized to notify TxDOT that you have sold the vehicle described on the attached certificate of title. A TITLE IN THE NEW OWNER'S NAME WILL NOT BE ISSUED. To have a new title issued in the new owner's name, the "Assignment of Title" section on the back of the certificate of title must be completed (by seller and buyer), and the new owner must file an application for title in his or her name at the local county tax assessor-collector's office.



HIDALGO COUNTY PCT 1
1902 JOE STEPHENS AVE
WESLACO, TX 78596-3700

45846
RECEIVED
MAY 08 2002
HIDALGO COUNTY PRECINCT 1

017672

RECEIVED MAY 21 2002



TEXAS CERTIFICATE OF TITLE

ORIGINAL		VEHICLE TITLE AND REGISTRATION FEE 53383644
VEHICLE IDENTIFICATION NUMBER 1FTRX18L82NB24921	YEAR MODEL 2002	MAKE OF VEHICLE FORD
TITLE DOCUMENT NUMBER 29124037376150959		BODY STYLE PK
DATE TITLE ISSUED 05/02/2002		
MODEL 1/2	NET CARRYOVER IN TONS 4757	WEIGHT 829104
PHILPOTT MTRS LTD PT NECHES TX <small>OWNER</small>		
HIDALGO COUNTY PCT 1 1902 JOE STEPHENS AVE WESLACO, TX 78596		
		COUNCILOR RATING 16
		ACTUAL MILEAGE EXEMPT
SIGNATURE OF OWNER OR AGENT MUST BE IN INK		
UNLESS OTHERWISE AUTHORIZED BY LAW, IT IS A VIOLATION OF STATE LAW TO USE THE NAME OF ANYONE LISTED IN A CERTIFICATE OF TITLE OR OTHERWISE USE TITLE INFORMATION IN A CERTIFICATE OF TITLE.		
DATE OF LEND NONE	BY LENDHOLDER	IF LEND RELEASED _____ DATE _____
DATE OF LEND	BY LENDHOLDER	BY _____ AUTHORIZED AGENT
DATE OF LEND	BY LENDHOLDER	IF LEND RELEASED _____ DATE _____
DATE OF LEND	BY LENDHOLDER	BY _____ AUTHORIZED AGENT
DATE OF LEND	BY LENDHOLDER	IF LEND RELEASED _____ DATE _____
DATE OF LEND	BY LENDHOLDER	BY _____ AUTHORIZED AGENT
IT IS HEREBY CERTIFIED THAT THE PERSON HEREIN NAMED IS THE OWNER OF THE VEHICLE DESCRIBED ABOVE WHICH IS SUBJECT TO THE ABOVE LEND.		
RIGHTS OF SURVIVORSHIP AGREEMENT WILL THE PERSONS WHOSE SIGNATURES APPEAR HEREON HEREBY AGREE THAT THE OWNERSHIP OF THE VEHICLE DESCRIBED ON THIS CERTIFICATE OF TITLE SHALL FROM THIS DAY FORWARD BE JOINTLY AND IN THE EVENT OF DEATH OF ANY OF THE PERSONS NAMED IN THE AGREEMENT, THE OWNERSHIP OF THE VEHICLE SHALL REST IN THE SURVIVOR(S).		
		SIGNATURE _____ DATE _____
		SIGNATURE _____ DATE _____
		SIGNATURE _____ DATE _____
TPA 04/01/02 DO NOT ACCEPT TITLE SHOWING ERASURE, ALTERATION, OR MULTIPLE SIGNED.		



Texas Department of Transportation

EXCHANGE REGISTRATION RECEIPT



COUNTY: HIDALGO TAC NAME: ARMANDO BARRERA JR.
 PLATE NO: 1062030 DATE: 01/16/2009 EFFECTIVE DATE: 01/16/2009
 DOCUMENT NO: 29100038369134356 TIME: 10:23AM EXPIRATION DATE: /
 EMPLOYEE ID: LNMART TRANSACTION ID: 10830939827102328

OWNER NAME AND ADDRESS
 HIDALGO COUNTY
 100 E CANO
 EDINBURG, TX 78539

REGISTRATION CLASS: EXEMPT-NOT FOR TITLE ONLY
 PLATE TYPE: EXEMPT DOUBLE PLT
 ORGANIZATION:
 STICKER TYPE:

PREVIOUS PLATE NO: 437PW1 PREVIOUS EXP MO/YR: 2/2010
 VEHICLE CLASSIFICATION: TRK<=1
 VEHICLE IDENTIFICATION NO: 1FTRX12W95PA33559
 YR/MAKE: 2005/FORD MODEL: BODY STYLE: PK UNIT NO:
 EMPTY WT: 5100 CARRYING CAPACITY: 1000 GROSS WT: 6100 TONNAGE: 0.50
 BODY VEHICLE IDENTIFICATION NO: TRAVEL TRLR LENGTH: 0

INVENTORY ITEM(S)	YR	FEE ASSESSED		
EXEMPT DOUBLE PLT		EXEMPT REGISTRATION	\$	0.00
		TOTAL	\$	0.00

VEHICLE RECORD NOTATIONS
 RELEASE OF PERSONAL INFO RESTRICTED
 ACTUAL MILEAGE
 EXEMPT

METHOD OF PAYMENT AND PAYMENT AMOUNT:

TOTAL AMOUNT PAID \$ 0.00

THIS RECEIPT TO BE CARRIED IN ALL COMMERCIAL VEHICLES.

ORIGINAL
 VTR-500-RTS REV. 09/00 (01/10/08)



Hidalgo County, Texas Fixed Asset Policy and Procedures Manual

Contact Information

Hidalgo County, Texas
Purchasing Department
Fixed Asset Division

2812 S. Highway 281
Edinburg, TX 78539
Tel. (956) 318-2626
Fax: (956) 318-2629

Martha L. Salazar, CPPB	Hidalgo County Purchasing Agent	Martha.Salazar@co.hidalgo.tx.us	x 4862
Agueda "Aggie" Garcia	Fixed Asset Manager	Agueda.Garcia@co.hidalgo.tx.us	x 4873
Juan M. Alvarado	Assistant Fixed Asset Manager	Juan.Alvarado@co.hidalgo.tx.us	x 4870
Gabriel Navarro	Inventory Specialist V	Gabriel.Navarro@co.hidalgo.tx.us	x 4872
Omar Salinas	Inventory Specialist IV	Omar.Salinas@co.hidalgo.tx.us	x 4864
Dagoberto Rios	Inventory Specialist III	Dagoberto.Rios@co.hidalgo.tx.us	x 4880
Edel Garza	Inventory Specialist III	Edel.Garza@co.hidalgo.tx.us	x 4883
Rogelio Garcia	Surplus Specialist II	Rogelio.Garcia@co.hidalgo.tx.us	x 4876
Daniel Alaniz	Inventory Specialist III	Daniel.Alaniz@co.hidalgo.tx.us	x 4871