

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

DEPARTMENT NAME _____ LOCATION _____
 TRANSFER TO: Surplus/Trade-in 9999
 TRANSFER FROM: H.I.D.T.A. 270
 NAME (PRINT) Nelda Olivarez E-MAIL: _____
 CONTACT INFORMATION: FAX NO.: 381-0444
INITIAL BY STAFF: **SAFETY DIVISION (FOR SURPLUS OF VEHICLES):**
DATE: _____

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

PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC	FIXED ASSET DIVISION USE ONLY	
						FROM	TO
	270	12913515				DEPT.	270
						AMOUNT \$	3515-
							\$ 3515-

INVENTORY TAG NO.	SERIAL NO./VIN	CURRENT CONDITION	TRADE-IN FOR DISCOUNT ON NEW ONE
1 UFD EXCHANGE FROM UME36	55951	5579254 F	
2			
3			
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

MARTHA L. SALAZAR

PRINT NAME

SIGNATURE

DATE

11/7/20

Contact Person transferring item(s) out

PRINT NAME

SIGNATURE

DATE

11/7/19

Person receiving item(s)

PRINT NAME

SIGNATURE

DATE

11/7/19

Reviewed & Processed by FA Division

PRINT NAME

SIGNATURE

DATE

11/7/19

TO BE INITIALED 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