

**HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM**

DEPARTMENT NAME	LOCATION
TRANSFER TO: <u>Hidalgo County Emergency Management</u>	<u>110-017</u>
TRANSFER FROM: <u>Community Service Agency</u>	TF# _____
CONTACT INFORMATION:	
NAME (PRINT) <u>Jaime Longoria</u>	FAX NO.: _____ E-MAIL: _____
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)

#	DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION
1	Single Axle Open Air Trailer	CHCSA 187	N/A	F
2	_____	_____	_____	_____
3	_____	_____	_____	_____
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

The transfer is hereby approved by the Purchasing Agent

MARTHA L. SALAZAR

PRINT NAME

SIGNATURE

DATE

Contact Person transferring item(s) out

Jaime Longoria

PRINT NAME

SIGNATURE

DATE

Person receiving Item(s)

Ricardo Saldana

PRINT NAME

SIGNATURE

DATE

Reviewed & Processed by FA Division

PRINT NAME

SIGNATURE

DATE

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**