

**HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM**

DEPARTMENT NAME		LOCATION
TRANSFER TO:	Surplus	1601
TRANSFER FROM:	CSA	
CONTACT INFORMATION:		
NAME (PRINT) Rolando Garcia	PHONE:	FAX NO.:
		E-MAIL:
SAFETY DIVISION (FOR SURPLUS OF VEHICLES):		ORIGINAL SIGNED DOCUMENT (NO FAXES OR E-MAILED DOCUMENTS)
INITIAL BY STAFF:	DATE:	

DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION	PALLET INFO.	FIXED ASSET ALIO LOC #
1 1994 Ford Truck	CHCSA 201		B		
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

Contact Person transferring
item(s) out

PRINT NAME

SIGNATURE

DATE

Person receiving Item(s)

PRINT NAME

SIGNATURE

DATE

Reviewed & Processed by FA
Division

PRINT NAME

SIGNATURE

DATE

**PLEASE SUBMIT ORIGINAL TO THE PURCHASING DEPT. ATTN: FIXED ASSET DIVISION
HIDALGO COUNTY ADMINISTRATION BUILDING - 2812 S. BUSINESS 281, EDINBURG, TX 78539**

	FR
DEPT.	_____
AMOUNT \$	_____

TF# _____

**ENT TO BE ACCEPTED ONLY
(MENTS WILL BE ACCEPTED)**

SSET DIVISION USE ONLY

FUND NO.	COST	P/U	LOC
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		

OM _____ TO _____
_____ \$ _____

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

_____ DATE INITIAL _____

EFFECTIVE DATE 03/01/13