

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

TRANSFER TO:	DEPARTMENT NAME SURPLUS FOR TRADE IN	LOCATION 1601	
TRANSFER FROM:	PCT-1	121	TF# _____
CONTACT INFORMATION:			
NAME (PRINT)	ESTEBAN MATA	PHONE. X1446	FAX NO.: _____
		E-MAIL:	esteban.mata@co.hidalgo.tx.us
SAFETY DIVISION (FOR SURPLUS OF VEHICLES):		ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY	
INITIAL BY STAFF: _____		(NO FAXES OR E-MAILED DOCUMENTS WILL BE ACCEPTED)	

	DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION
1	2001 TEREX 860SB 4 WHEEL DRIVE	37302	SMFB44C018EM4733	G
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: ITEM SURPLUS FOR TRADE PER AI-51575

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

RAUL LOZANO

PRINT NAME

SIGNATURE

10-9-15

DATE

Person receiving Item(s)

ROGELIO GARCIA

PRINT NAME

SIGNATURE

DATE

Reviewed & Processed by FA Division

AGUEDA GARCIA

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