

HIDALGO COUNTY, TEXAS  
ASSET TRANSFER FORM

DEPARTMENT NAME LOCATION

TRANSFER TO: Surplus for Destruction  
BY: Hidalgo County Texas DPS office

9999  
1103

2016-052

TF#

CONTACT INFORMATION:  
NAME (PRINT) Monica Badillo  
Ext. 5602 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)

INVENTORY TAG NO.	DESCRIPTION OF ITEM	SERIAL NO./ VIN	CURRENT CONDITION	FIXED ASSET DIVISION USE ONLY		
				ALIO LOC #	FUND NO.	P/U LOC
1	Intoxilyzer 5000 Breath Testing Instrument	68-002226	B	1103	1100	D
2	Intoxilyzer 5000 Breath Testing Instrument	68-002261	B	1103	1100	D
3						
4						
5						
6						
7						
8						
9						
10						

JUSTIFICATION FOR TRANSFER: Items are broken beyond repair.

DEPT. FROM TO  
1103 9999  
AMOUNT \$ 12628 12628

Note: Condition of items: (G) = Good working condition, (F) = Fair condition, and (B) = Broken

PLEASE USE BLUE INK TO SIGN

Transfer is hereby approved by the Purchasing Agent  
 Contact Person transferring item(s) out  
 Person receiving Item(s)  
 Reviewed & Processed by FA Division

MARTHA L. SALAZAR  
 PRINT NAME SIGNATURE  
 Monica Badillo  
 PRINT NAME SIGNATURE  
 Agueda Lopez Garcia  
 PRINT NAME SIGNATURE

DATE 2-11-16  
 DATE 2/11/16  
 DATE 02/11/16

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

