

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

DEPARTMENT NAME LOCATION
TRANSFER TO: Salvage for Destruction via landfill 9999
TRANSFER FROM: Adult Probation - Restitution Center 3205
TF# 2015-595
NAME (PRINT) Jesse Garcia
CONTACT INFORMATION: Ext. 4407 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	FIXED ASSET DIVISION USE ONLY					
				PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC
1 31 - wood/steel twin sz bed frames						1297			
2 6 - orange student guest chairs						1297			
3 3 - wood sofa frame w/ cushions						1297			
4 20 - twin sz bed mattresses						1297			
5 various books						1297			
6 1 - inkjet printer						1297			
7 20 - used tires						1297			
8 8 - metal desks						1297			
9 18 - small table tops						1297			
10 various wood pieces						1297			

DEPT. FROM 320 TO 9999
AMOUNT \$ _____

JUSTIFICATION FOR TRANSFER: Items located at 207 E. Loeb (old Restitution bldg.) Edinburg

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 SIGNATURE: *Martha L. Salazar*
PRINT NAME *Martha L. Salazar*
 Contact Person transferring item(s) out
Arnold Farick SIGNATURE: *Arnold Farick*
PRINT NAME *Arnold Farick*
 Person receiving item(s)
Agueda "Aggie" Garcia SIGNATURE: *Agueda Garcia*
PRINT NAME *Agueda "Aggie" Garcia*
 Reviewed & Processed by FA Division
Agueda "Aggie" Garcia SIGNATURE: *Agueda Garcia*
PRINT NAME *Agueda "Aggie" Garcia*
 TO BE INITIALED BY CONTACT PERSON WHEN ITEMS ARE REMOVED FROM THE PREMISES.
DATE 2-11-16 **INITIAL**
DATE 11-16-15 **DATE**
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