

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

RECEIVED
MAR 3 1 2016

DEPARTMENT NAME: Surplus for Destruction LOCATION: 9999
 TRANSFER TO: Human Resources Department LOCATION: 190
 TRANSFER FROM: Rufino Saenz
 NAME (PRINT) Rufino Saenz E-MAIL: _____
 CONTACT INFORMATION: Ext. 4911 FAX NO.: _____
 SAFETY DIVISION (FOR SURPLUS OF VEHICLES):
 INITIAL BY STAFF: DATE: _____

2016-146

TF#

ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY
(NO FAXES OR E-MAILED DOCUMENTS WILL BE ACCEPTED)

POSTED

INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION	FIXED ASSET DIVISION USE ONLY			
			ALIO LOC #	FUND NO.	COST	P/U LOC
1 PAPER FLOW PLUS SOFTWARE	42000	N/A				
2 HR BASE APPLICATION	42001	N/A				
3						
4						
5						
6						
7						
8						
9						
10						

DEPT. _____ FROM _____ TO _____
 AMOUNT \$ _____ \$ _____

JUSTIFICATION FOR TRANSFER: Software installed in computer (Tag# 41998), hard drive to be destroyed.

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

PRINT NAME: MARTHIA L. SALAZAR SIGNATURE: *[Signature]* DATE: 02/31/2016

Contact Person transferring item(s) out: Rufino Saenz SIGNATURE: *[Signature]* DATE: _____

Person receiving Item(s): _____ SIGNATURE: _____ DATE: _____

Reviewed & Processed by FA Division: _____ SIGNATURE: _____ DATE: _____

TO BE INITIALED BY CONTACT PERSON WHEN ITEMS ARE REMOVED FROM THE PREMISES. DATE: _____ INITIAL: _____

PLEASE SUBMIT ORIGINAL TO THE PURCHASING DEPT. ATTN: FIXED ASSET DIVISION

HIDALGO COUNTY ADMINISTRATION BUILDING - 2812 S. BUSINESS 281, EDINBURG, TX 78539

EFFECTIVE DATE 03/01/13