

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

DEPARTMENT NAME _____ LOCATION _____

TRANSFER TO: SURPLUS _____ 1601 _____
 TRANSFER FROM: CONSTABLE PRECINCT 3 _____ 293 _____
 TF# _____

NAME (PRINT RAQUEL V. RAMOS) _____
 CONTACT INFORMATION: _____
 PHONE NO: 956-205-7031 FAX NO.: 956-519-4245
 E-MAIL: raquel.ramos@co.hidalgo.tx.us

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.	ALJO LOC #	FUND NO.	COST	P/U LOC
1 2004 Ford F150 Pickup	56523	1FTPW12544KA99105	FAIR					
2								
3								
4								
5								
6								
7								
8								
9								
10								

DEPT. _____ FROM _____ TO _____
 AMOUNT \$ _____

JUSTIFICATION FOR TRANSFER: DONATING TO CITY OF SULLIVAN CITY POLICE DEPARTMENT

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

The transfer is hereby approved by the Purchasing Agent

Contact Person transferring item(s) out

Person receiving Item(s)

Reviewed & Processed by FA Division

PLEASE USE BLUE INK TO SIGN

MARTHA L. SALAZAR

PRINT NAME _____ SIGNATURE _____

DATE 10/24/2016

LAZARO GALLARDO, JR.

PRINT NAME _____ SIGNATURE _____

DATE _____

PRINT NAME _____ SIGNATURE _____

DATE _____

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

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

DATE _____ INITIAL _____

EFFECTIVE DATE 03/01/13