

RECEIVED
NOV 16 2016

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

DEPARTMENT NAME: Surplus for destruction
LOCATION: 1601 9999
TRANSFER TO: Surplus for destruction
TRANSFER FROM: District Attorney
O&O: 080
TF#: 2016-606

NAME (PRINT): Victor Gene
CONTACT INFORMATION: PHONE: ext. 8088
FAX NO.: ext.
E-MAIL: Victor.Gene@hidalgo.tx.us

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)

POSTED

DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./VIN	CURRENT CONDITION
1 Desk Made by Maintenance	31906	N/A	
2 Desk Made by Maintenance	31907	N/A	
3 Desk Made by Maintenance	31908	N/A	
4 Desk Made by Maintenance	31909	N/A	
5 Desk Made by Maintenance	31724	N/A	
6 Desk Made by Maintenance	31725	N/A	
7 Desk Made by Maintenance	31726	N/A	
8 Desk Made by Maintenance	31727	N/A	
9 Desk Made by Maintenance	N/A	N/A	

FIXED ASSET DIVISION USE ONLY					
PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/UC	LOC
880-000	1100	1100	—		D
7777	1100	1100	—		D
080-000	1100	1100	—		D
080-000	1100	1100	—		D
080-000	1100	1100	—		D
080-000	1100	1100	—		D
080-000	1100	1100	—		D
080-000	1100	1100	—		D
080-000	1100	1100	—		D
080-000	1100	1100	—		D

JUSTIFICATION FOR TRANSFER: _____

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

The transfer is hereby approved by the Purchasing Agent

MARTHA L. SALAZAR

PLEASE USE BLUE INK TO SIGN

Contact Person transferring item(s) out
PRINT NAME: Rosalinda Cantin
SIGNATURE: [Signature]
DATE: 11/16/16

Person receiving Item(s)
PRINT NAME: Rolando Garcia
SIGNATURE: [Signature]
DATE: 11/17/16

Reviewed & Processed by FA Division
PRINT NAME: [Signature]
SIGNATURE: [Signature]
DATE: 11/17/16

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