

**HIDALGO COUNTY, TEXAS  
ASSET TRANSFER FORM**

<b>TRANSFER TO:</b>	<b>DEPARTMENT NAME</b> SURPLUS FOR DEMOLITION	<b>LOCATION</b> 1601	
<b>TRANSFER FROM:</b>	PCT2	122	<b>TF#</b> _____
<b>CONTACT INFORMATION:</b>			
<b>NAME (PRINT)</b> ESTHER PEREZ	<b>PHONE. EX:</b> 2027	<b>FAX NO.:</b>	<b>E-MAIL:</b> esther.perez@co.hidalgo.tx.us
<b>SAFETY DIVISION (FOR SURPLUS OF VEHICLES):</b>		<b>ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY</b> (NO FAXES OR E-MAILED DOCUMENTS WILL BE ACCEPTED)	
<b>INITIAL BY STAFF:</b> _____		<b>DATE:</b> _____	

DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION
1 House-Storage Shed-Palmer Pavilion	3054		B
2 Pct # 2 Main Mechanic Shop	3056		B
3 Lopezville Park Storage Room	3062		B
4			
5			
6			
7			
8			
9			
10			

FIXED ASSET DIVISION USE ONLY					
PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC
FROM			TO		
DEPT. _____			DEPT. _____		
AMOUNT \$ _____			AMOUNT \$ _____		

**JUSTIFICATION FOR TRANSFER:** SURPLUS FOR THE PURPOSE OF DEMOLITION

*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**

PRINT NAME

SIGNATURE

DATE

Contact Person transferring item(s) out

**ARMANDO POMPA**

PRINT NAME

SIGNATURE

12/13/16  
DATE

Person receiving Item(s)

PRINT NAME

SIGNATURE

DATE

Reviewed & Processed by FA Division

PRINT NAME

SIGNATURE

DATE

**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**