



HIDALGO COUNTY, TEXAS  
ASSET TRANSFER FORM

DEPARTMENT NAME: Surplus (Destruction) LOCATION: 802 S. Bus Hwy 281, Edbg., TX 7853  
TRANSFER TO: Hidalgo County Purchasing Department TRANSFER FROM: Hidalgo County Extension Service 410 N. 13th Ave., Edinburg, TX 78541  
CONTACT INFORMATION: NAME (PRINT) Nora Linda Cruz PHONE: (956) 383-1026 FAX NO.: (956) 383-1735 E-MAIL: NLCruz@aqtamu.edu  
INITIAL BY STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_ ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY (NO FAXES OR E-MAILED DOCUMENTS WILL BE ACCEPTED)

SAFETY DIVISION (FOR SURPLUS OF VEHICLES):  
INVENTORY TAG NO. SERIAL NO./ VIN CURRENT CONDITION  
1 1955 Trailer (2 Wheel) - Homemade 1740 License - X73-270 BROKEN



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 1955 Trailer (2 Wheel) - Homemade	1740	License - X73-270	BROKEN						
2									
3									
4									
5									
6									
7									
8									
9									
10									

JUSTIFICATION FOR TRANSFER: Surplus for Destruction  
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: Nora Linda Cruz SIGNATURE: [Signature] DATE: 5/4/17

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.

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