HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

RECEIVED
MAY 09 2017
By:

	DEPARTMENT NAME	LOCATION
TRANSFER TO:	Surplus - Sell through HCCC	9999
TRANSFER FROM:	Hidalgo County Sheriff's Office	280-000

TF# _____

CONTACT INFORMATION:

NAME (PRINT) Lt. Roy Mendez **PHONE:** (956) 383-8114 **FAX NO.:** (956) 393-6021 **E-MAIL:**

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)

	DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION
1	Sig Sauer 220 hand gun	038783	G329928	F
2				
3				
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.		
AMOUNT	$	$

JUSTIFICATION FOR TRANSFER: Sheriff's Office Lt. Rodriguez retiring.

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

PLEASE USE BLUE INK TO SIGN

	PRINT NAME	SIGNATURE	DATE
The transfer is hereby approved by the Purchasing Agent	*MARTHA L. SALAZAR*		
Contact Person transferring item(s) out	Lt. Roy Mendez		5/8/2017
Person receiving Item(s)			
Reviewed & Processed by FA Division			

TO BE INITIALLED 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