

**HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM**

DEPARTMENT NAME		LOCATION	
TRANSFER TO:	<u>Surplus - Sell through HCCC</u>	<u>9999</u>	
TRANSFER FROM:	<u>HC Pct. 3</u>	<u>123-004</u>	TF# _____
CONTACT INFORMATION:			
NAME (PRINT)	<u>Norma Ceballos</u>	PHONE: Ext 3007	FAX NO.: _____
			E-MAIL: _____
SAFETY DIVISION (FOR SURPLUS OF VEHICLES):		ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY	
INITIAL BY STAFF:	DATE:	(NO FAXES OR E-MAILED DOCUMENTS WILL BE ACCEPTED)	

DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION
1 Trench Box	037203	4060183	F
2 Trench Box	037204	M0702334	F
3 Trench Box	49948	106541	F
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: DD#1 to Purchase thru HCCC.

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

Coem. Flores
PRINT NAME

Coem. Flores
SIGNATURE

5-12-17
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**