HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

	DEPARTMENT NAME	LOCATION
TRANSFER TO:	Hidalgo County Purchasing Department	2812 S Business HW 281
TRANSFER FROM:	Hidalgo County Community Service Agency	2524 N Closner Blvd

TF# _____

CONTACT INFORMATION:

NAME (PRINT): Jaime Villescas PHONE: 383-6250 FAX NO.: 380-3414 E-MAIL: jaime.villescas@co.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)

	DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION
1	Black Vinyl Rolling Chair	CHCSA72	N/A	B
2	Black Vinyl Rolling Chair	CHCSA73	N/A	B
3	Black Vinyl Rolling Chair	CHCSA74	N/A	B
4	Black Vinyl Rolling Chair	CHCSA75	N/A	B
5	Blue Chair	CHCSA79	N/A	B
6	Brown Vinyl Rolling Chair	CHCSA175	N/A	B
7	Black Vinyl Rolling Chair	CHCSA213	N/A	B
8	Black Vinyl Rolling Chair	CHCSA230	N/A	B
9	Black Vinyl Rolling Chair	CHCSA232	N/A	B
10	Black Vinyl Rolling Chair	CHCSA239	N/A	B

JUSTIFICATION FOR TRANSFER: Damaged Items Surplus

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

FIXED ASSET DIVISION USE ONLY

PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC

	FROM	TO
DEPT.		
AMOUNT	$	$

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	Jaime Villescas		
Person receiving Item(s)			
Reviewed & Processed by FA Division			

TO BE INITIALLED BY CONTACT PERSON WHEN ITEMS ARE REMOVED FROM THE PREMISES.

DATE _____ INITIAL _____

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

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	DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION
1	Black Vinyl Rolling Chair	CHCSA240	N/A	B
2	Grey Chair	CHCSA249	N/A	B
3	Grey Chair	CHCSA250	N/A	B
4	Black Vinyl Rolling Chair	CHCSA284	N/A	B
5	Blue Chair	CHCSA285	N/A	B
6	Black Vinyl Rolling Chair	CHCSA293	N/A	B
7	Black Vinyl Rolling Chair	CHCSA389	N/A	B
8	Brown Chair	CHCSA391	N/A	B
9	Black Vinyl Rolling Chair	CHCSA405	N/A	B
10	Black Vinyl Rolling Chair	CHCSA407	N/A	B

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1	Black Vinyl Rolling Chair	CHCSA409	N/A	B
2	Black Vinyl Rolling Chair	CHCSA410	N/A	B
3	Black Vinyl Rolling Chair	CHCSA411	N/A	B
4	Cloth Chair	CHCSA415	N/A	B
5	Black Vinyl Rolling Chair	CHCSA418	N/A	B
6	Grey Chair	CHCSA435	N/A	B
7	Black Vinyl Rolling Chair	CHCSA436	N/A	B
8	Blue Chair	CHCSA551	N/A	B
9	Blue Chair	CHCSA554	N/A	B
10	Blue Chair	CHCSA555	N/A	B

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1	Black Vinyl Rolling Chair	MISS23	N/A	B
2	Black Vinyl Rolling Chair	MISS25	N/A	B
3	Black Vinyl Rolling Chair	CHCSA433	N/A	B
4	Black Vinyl Rolling Chair	CHCSA434	N/A	B
5	Black Vinyl Rolling Chair	CHCSA447	N/A	B
6	Metal Black Chair	MISS01	N/A	B
7	Grey Chair	CSA720	N/A	B
8	Grey Chair	CSA719	N/A	B
9	Blue Chair	CSA722	N/A	B
10	Blue Chair	CSA721	N/A	B

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1	Brown Metal Chair	MISS34	N/A	B
2	Brown Metal Chair	MISS35	N/A	B
3	Brown Metal Chair	MISS36	N/A	B
4				
5				
6				
7				
8				
9				
10				

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