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 filing cabinet	CHCSA92	N/A	F
2	Black filing cabinet	CHCSA95	N/A	F
3	Black filing cabinet	CHCSA96	N/A	F
4	Black filing cabinet	CHCSA97	N/A	F
5	Black filing cabinet	CHCSA98	N/A	F
6	Black filing cabinet	CHCSA101	N/A	F
7	Black filing cabinet	CHCSA102	N/A	F
8	Black filing cabinet	CHCSA123	N/A	F
9	Black filing cabinet	CHCSA124	N/A	F
10	Black filing cabinet	CHCSA498	N/A	F

FIXED ASSET DIVISION USE ONLY

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

FROM **TO**

DEPT. _____ _____

AMOUNT $ $

JUSTIFICATION FOR TRANSFER: Damaged Items Surplus

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	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**

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