

**HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM**

DEPARTMENT NAME	LOCATION
TRANSFER TO: _____	
TRANSFER FROM: _____	TF# _____
CONTACT INFORMATION:	
NAME (PRINT) _____	PHONE. _____
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)	

1	DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION
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: _____

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			
	PRINT NAME	SIGNATURE	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**