

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

RECEIVED
NOV 22 2017
By
TF# 2017-517

DEPARTMENT NAME		LOCATION
TRANSFER TO:	Surplus - Scrap Metal	
TRANSFER FROM:	DISTRICT CLERK	090
CONTACT INFORMATION:		
NAME (PRINT) STEPHANIE PALACIOS	PHONE: 956-318-2200	FAX NO: 956-318-2251
		E-MAIL: stephanie@co.hidalgo.tx.us
SAFETY DIVISION (FOR SURPLUS OF VEHICLES):		ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY (NO FAXES OR E-MAILED DOCUMENTS WILL BE ACCEPTED)
INITIAL BY STAFF:	DATE:	

POSTED

DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION
1 Gliding Shelves	25832		B
2 Gliding Shelves	25833		B
3 Gliding Shelves	25834		B
4 Gliding Shelves	22441		B
5 Gliding Shelves	30292		B
6			
7			
8			
9			
10			

FIXED ASSET DIVISION USE ONLY					
PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC
DEPT. FROM		TO			
AMOUNT \$			\$		

JUSTIFICATION FOR TRANSFER: Items no longer needed.

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

Stephanie Palacios

PRINT NAME

Stephanie Palacios

SIGNATURE

11/21/2017

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