

**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	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**