

**HIDALGO COUNTY, TEXAS  
ASSET TRANSFER FORM**

<b>DEPARTMENT NAME</b> _____	<b>LOCATION</b> _____
<b>TRANSFER TO:</b> _____	
<b>TRANSFER FROM:</b> _____	<b>TF#</b> _____
<b>CONTACT INFORMATION:</b>	
<b>NAME (PRINT)</b> _____	<b>PHONE.</b> _____
<b>FAX NO.:</b> _____	<b>E-MAIL:</b> _____
<b>SAFETY DIVISION (FOR SURPLUS OF VEHICLES):</b> <b>INITIAL BY STAFF:</b> _____	<b>DATE:</b> _____
<b>ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY (NO FAXES OR E-MAILED DOCUMENTS WILL BE ACCEPTED)</b>	

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
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>FROM</b>			<b>TO</b>		
<b>DEPT.</b> _____			_____		
<b>AMOUNT \$</b> _____			<b>\$</b> _____		

**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	_____	_____	_____
	<b>MARTHA L. SALAZAR</b>		
	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

<b>TO BE INITIALED BY CONTACT PERSON WHEN ITEMS ARE REMOVED FROM THE PREMISES.</b>	
_____	_____
<b>DATE INITIAL</b>	
<b>EFFECTIVE DATE 03/01/13</b>	

**PLEASE SUBMIT ORIGINAL TO THE PURCHASING DEPT. ATTN: FIXED ASSET DIVISION  
HIDALGO COUNTY ADMINISTRATION BUILDING - 2812 S. BUSINESS 281, EDINBURG, TX 78539**