HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

	DEPARTMENT NAME	LOCATION
TRANSFER TO:	BUILDINGS AND GROUNDS	
TRANSFER FROM:	HIDALGO COUNTY CSA	

TF# 2017-181

CONTACT INFORMATION:

NAME (PRINT) JAIME VILLESCAS **PHONE: 956-383-6240** **FAX NO.: 956-383-3414** **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	PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC
1	Delta Miter 10" saw	CHCSA571	R6911201	G						
2	Stanley Nail Gun	CHCSA614		G						
3	Stanley Nail Gun	CHCSA619		G						
4	Stanley Nail Gun	CHCSA618		G						
5	Bostitch fastener length 2"	CHCSA572		G						
6	RAmset RS22 Single shot	CHCSA615		G						
7	Stanley 2hp air compressor	CHCSA580		G						
8	GRAY PORTABLE POTTY	CHCSA91		G						
9	Delta Table Saw w/ motor	CHCSA668		G						
10										
11										

FIXED ASSET DIVISION USE ONLY

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

	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