**HIDALGO COUNTY, TEXAS**
**ASSET TRANSFER FORM**

| | DEPARTMENT NAME | LOCATION |
|---|---|---|
| **TRANSFER TO:** | HEADSTART | |
| **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 |
|---|---|---|---|---|
| 1 | Dewalt Electric Power drill | CHCSA574 | | G |
| 2 | Ryobi Speed Drill | CHCSA581 | | G |
| 3 | Portor cabel 10amp tiger saw | CHCSA576 | | G |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |

**FIXED ASSET DIVISION USE ONLY**

| PALLET INFO. | ALIO LOC # | FUND NO. | COST | P/U | LOC |
|---|---|---|---|---|---|
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| | 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**