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	Milwauke power drill	CHCSA607		G						
2	Dewalt Electric Power drill	CHCSA608		G						
3	Milwauke power drill	CHCSA609		G						
4	Skil circular saw	CHCSA605		G						
5	Dewalt circular saw	CHCSA610		G						
6	Dewalt circular saw	CHCSA611		G						
7	Dewalt circular saw	CHCSA612		G						
8	Stanley jigsaw	CHCSA606		G						
9	Dewalt portable Power drill	CHCSA613		G						
10	Dewalt 18v Portable Drill	CHCSA578		G						
11	Dewalt Jigsaw	CHCSA575		G						

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