# HIDALGO COUNTY, TEXAS
# ASSET TRANSFER FORM

| | DEPARTMENT NAME | LOCATION |
|---|---|---|
| **TRANSFER TO:** | Surplus for Destruction | 1601 |
| **TRANSFER FROM:** | CONSTABLE PCT 4 | 294 |

**TF#** _____

**CONTACT INFORMATION:**

**NAME (PRINT** HORALDO SANCHEZ | **PHONE. 956-383-8560** | **FAX NO.: 956-383-8565** | **E-MAIL:** horaldo.sanchez@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)**

**FIXED ASSET DIVISION USE ONLY**

| | DESCRIPTION OF ITEM | INVENTORY TAG NO. | SERIAL NO./ VIN | CURRENT CONDITION | PALLET INFO. | ALIO LOC # | FUND NO. | COST | P/U | LOC |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | SAFARILAND WEAPON HOLSTER (5) | | | B | | | | | | |
| 2 | BIANCHI WEAPON HOLSTER (1) | | | B | | | | | | |
| 3 | SAFARILAND WEAPON HOLSTER TAC (2) | | | B | | | | | | |
| 4 | SAFARILAND MACE HOLSTER (13) | | | B | | | | | | |
| 5 | SAFARILAND BIKINI HANDCUFF CASE (19) | | | B | | | | | | |
| 6 | BIANCHI HANDCUFF CASE (2) | | | B | | | | | | |
| 7 | SAFARILAND MAGAZINE POUCH (6) | | | B | | | | | | |
| 8 | SAFARILAND FLASHLIGHT HOLSTER (12) | | | B | | | | | | |
| 9 | SAFARILAND GLOVE POUCH (2) | | | B | | | | | | |
| 10 | MAXWELL VIEO CASSETTE 8 HR (15) | | | B | | | | | | |
| 11 | MAXWELL VIEO CASSETTE 6 HR (7) | | | B | | | | | | |

**JUSTIFICATION FOR TRANSFER:** _____

| | FROM | TO |
|---|---|---|
| **DEPT.** | | |
| **AMOUNT** | $ | $ |

***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** | HORALDO SANCHEZ | | |
| **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**