

**HIDALGO COUNTY, TEXAS  
ASSET TRANSFER FORM**

<b>DEPARTMENT NAME</b>	<b>LOCATION</b>
<b>TRANSFER TO:</b> <u>Surplus for Destruction</u>	1601
<b>TRANSFER FROM:</b> <u>CONSTABLE PCT 4</u>	294
<b>CONTACT INFORMATION:</b>	
<b>NAME (PRINT)</b> <u>HORALDO SANCHEZ</u>	<b>PHONE.</b> <u>956-383-8560</u>
<b>FAX NO.:</b> <u>956-383-8565</u>	<b>E-MAIL:</b> <u>horaldo.sanchez@co.hidalgo.tx.us</u>
<b>SAFETY DIVISION (FOR SURPLUS OF VEHICLES):</b> <b>INITIAL BY STAFF:</b> _____ <b>DATE:</b> _____	
<b>ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY</b> <b>(NO FAXES OR E-MAILED DOCUMENTS WILL BE ACCEPTED)</b>	

DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./	CURRENT CONDITION
1 BIANCHI BELT KEEPERS MODEL #8006 (7)			G
2 KWIK STARTER RECHARGABLE 12 V	MODEL 6255		B
3 HP DESK JET 940C PRINTER (1)		MX17V6Y2MQ	B
4 GREEN TIE (1)			B
5 ZEBRA PRINTER		XXRBJ160800593	B
6			
7			
8			
9			
10			

FIXED ASSET DIVISION USE ONLY					
PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC
FROM			TO		
DEPT.					
AMOUNT \$			\$		

**JUSTIFICATION FOR TRANSFER:** \_\_\_\_\_ **SURPLUS**

*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	<u>MARTHA L. SALAZAR</u>	SIGNATURE	DATE
Contact Person transferring item(s) out	<u>HORALDO SANCHEZ</u>	SIGNATURE	DATE
Person receiving Item(s)		SIGNATURE	DATE
Reviewed & Processed by FA Division		SIGNATURE	DATE

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

EFFECTIVE DATE 03/01/13

**PLEASE SUBMIT ORIGINAL TO THE PURCHASING DEPT. ATTN: FIXED ASSET DIVISION**