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)

	DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION	FIXED ASSET DIVISION USE ONLY: PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC
1	5.11 Tactical Pants size 34 (14)			Poor						
2	5.11 Tactical Pants size 38 (19)			Poor						
3	5.11 Tactical Pants Size 26 (8)			Poor						
4	5.11 Tactical Pants Size 32 (4)			Poor						
5	5.11 Tactical Pants Size 40 (2)			Poor						
6	Flying Cross Pants Size 34 (2)			Poor						
7	Blauer Short Sleeve Shirt L 16-16.5 (21)			Poor						
8	Blauer Short Sleeve Shirt XL 17-17.5 (24)			Poor						
9	Blauer Short Sleeve Shirt XXL 18-18.5 (4)			Poor						
10	Blauer long Sleeve Shirt XL 17-17.5 (6)			Poor						

JUSTIFICATION FOR TRANSFER: SURPLUS

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