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	Blauer Long Sleeve Shirt M 15-15.5 (3)			Poor						
2	Blauer Long Sleeve Shirt XXL 18-18.5 (3)			Poor						
3	Blauer Long Sleeve Shirt L 16-16.5 (1)			Poor						
4	Blauer Short Sleeve Shirt XXXL 19-19.5 (1)			Poor						
5	Blauer Long Sleeve Shirt XXL 19-19.5 (1)			Poor						
6	Blauer Short Sleeve Shirt M 15-15.5 (5)			Poor						
7	Tan in color Ties unknown size (3)			Poor						
8	Tan Propper polo shirt M (1)			Poor						
9	Tan Propper polo shirt XL (1)			Poor						
10	Tan 5.11 Tactical polo shirt L (1)			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