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	WHITE M-80 RALEIGH PATROL BICYCLE		R911297524	B						
2	YELLOW M-80 RALEIGH PATROL BICYCLE		P102770	B						
3	GRAY M-80 RALEIGH PATROL BICYCLE		P1027-7	B						
4	AXIX TECH STEALTH VISOR		N/A	B						
5	GIRO BICYCLE HELMETS (4)black (1)gray		N/A	B						
6										
7										
8										
9										
10										

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