

**HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM**

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

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

DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION
1 TAN STETSON STRAW HATS SIZE 7 1/8 (4)			B
2 TAN STETSON STRAW HATS SIZE 7 (1)			B
3 TAN STETSON STRAW HAT SIZE 7 3/8 (1)			B
4 TRAFFIC VEST S/M (4)			B
5 STALKER DUAL RADAR ANTENNA		KA077351	B
6			
7			
8			
9			
10			

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

**TO BE INITIALED 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