HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

	DEPARTMENT NAME	LOCATION	
TRANSFER TO:	SURPLUS-DISPOSAL THRU LANDFILL	9999	PAGE 1
TRANSFER FROM:	Justice of the Peace Pct. 1 Pl. 2	62	**TF#**

CONTACT INFORMATION:

NAME (PRINT)	PHONE	FAX NO.	E-MAIL
IRENE I. CARDENAS	PHONE: (956) 968-0707	FAX NO.: (956) 968-8827	E-MAIL: irene.cardenas@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
1	BROWN DESK	34559	PO# 296062	B
2	HON CREDENZA W/DOORS MY	34561	PO# 296062	B
3	HON CREDENZA W/DOORS MY	34561	IDENTICAL	B
4	HON CREDENZA RT PED 72 X 24	34569	PO# 296062	B
5	DESK - HON BROWN	23683	PO# 43121	B
6	HON PED 72 X 36 MAHOGANY	34768	PO# 296062	B
7	MLD DESK SGL PED LEFT 36 X 72	34558	PO# 296062	B
8	HON DESK SNG LT PED 72 X 36	34568	PO# 296062	B
9	DESK DBL PEDESTAL W/DWR	50133	PO# 629521	B
10	DESK DBL PEDESTAL W/DWRW	50134	PO# 629521	B
11	HON FILING CABINET	17468	PO# 26090	B

FIXED ASSET DIVISION USE ONLY

PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC

	FROM	TO
DEPT.		
AMOUNT	$	$

JUSTIFICATION FOR TRANSFER: JUNE 2018 FLOOD

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	IRENE I. CARDENAS	Irene I. Cardenas	8-9-18
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
HIDALGO COUNTY ADMINISTRATION BUILDING - 2812 S. BUSINESS 281, EDINBURG, TX 78539

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1	FILE CABINET - HON 4 DRAWER (GRAY)	17614		B
2	FILE CABINET - HON 4 DRAWER	23216	PO# 43570	B
3	FILE CABINET - HON 4 DRAWER	23217	PO# 43570	B
4	FILE CABINET - HON 4 DRAWER	23218	PO# 43570	B
5	FILE CABINET LAT 4 DRW	50832	PO# 633025	B
6	HON BOOKCASE LAMINATE 5 SHELF	34563	PO# 296062	B
7	HON BOOKCASE LAMINATE 5 SHELF	34564	PO# 296062	B
8	MLD STORAGE HUTCH W/DOORS OAK	34562	PO# 296062	B
9	FILING CABINET			B
10	FILING CABINET			B
11	DIPLOMAT FRIDGE			B

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1	RICOH MP C4503SP	13818235	E175MC62286	B
2	RICOH MP C4504exSP	14038247	C737M441430	B
3	DBLE PEDESTAL TABLE (JURY RM) 3 X 6		ITEM# 597297	B
4	DBLE PEDESTAL TABLE (JURY RM) 3 X 6		ITEM# 597297	B
5	HON 510 SERIES		MODEL# H54PP	B
6	HON 510 SERIES		MODEL# H54PP	B
7	HON 510 SERIES		MODEL# H54PP	B
8	HON 510 SERIES		MODEL# H54PP	B
9	HON 510 SERIES		MODEL# H54PP	B
10	HON 510 SERIES		MODEL# H54PP	B
11	HON 510 SERIES		MODEL# H54PP	B
12	HON 510 SERI ES		MODEL# H54PP	B

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