

**HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM**

TRANSFER TO:	DEPARTMENT NAME <u>Surplus for Removal from Inventory</u>	LOCATION <u>1601</u>
TRANSFER FROM:	<u>Pct. 3</u>	<u>123</u>
CONTACT INFORMATION:		
NAME (PRINT) <u>Victor Gallardo</u>	FAX NO.: _____	E-MAIL: <u>victor</u>
SAFETY DIVISION (FOR SURPLUS OF VEHICLES): INITIAL BY STAFF: _____ DATE: _____		ORIGINAL SIGNED DOCUMENT (NO FAXES OR E-MAILED DOCUMENTS)

#	DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION	PALLET INFO.	FIXED ASSET ALIO LOC #
1	Desk-Made by Manintenance	030887				
2	Frigidaire Refrigerator Alm	035601				
3						
4						
5						
6						
7						
8						
9						
10						

JUSTIFICATION FOR TRANSFER: _____

FR

DEPT. _____

AMOUNT \$ _____

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>		
	PRINT NAME	SIGNATURE	DATE
Contact Person transferring item(s) out			
	PRINT NAME	SIGNATURE	DATE
Person receiving Item(s)			
	PRINT NAME	SIGNATURE	DATE
Reviewed & Processed by FA Division			
	PRINT NAME	SIGNATURE	DATE

**PLEASE SUBMIT ORIGINAL TO THE PURCHASING DEPT. ATTN: FIXED ASSET DIVISION
HIDALGO COUNTY ADMINISTRATION BUILDING - 2812 S. BUSINESS 281, EDINBURG, TX 78539
HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM**

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TRANSFER FROM:	<u>Pct. 3</u>	<u>123</u>
CONTACT INFORMATION:		
NAME (PRINT) <u>Victor Gallardo</u>	FAX NO.: _____	E-MAIL: <u>victor</u>
SAFETY DIVISION (FOR SURPLUS OF VEHICLES): INITIAL BY STAFF: _____ DATE: _____		ORIGINAL SIGNED DOCUMENT (NO FAXES OR E-MAILED DOCUMENTS)

#	DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION	PALLET INFO.	FIXED ASSET ALIO LOC #

	DESCRIPTION OF ITEM	TAG NO.	VIN	CONDITION	INFO.	LOC #
1	Rainbow Play Village IV w/Tarp Roof	031352				
2						
3						
4						
5						
6						
7						
8						
9						
10						

JUSTIFICATION FOR TRANSFER: _____

FR
DEPT. _____
AMOUNT \$ _____

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

MARTHA L. SALAZAR

PRINT NAME

SIGNATURE

DATE

Contact Person transferring
item(s) out

PRINT NAME

SIGNATURE

DATE

Person receiving Item(s)

PRINT NAME

SIGNATURE

DATE

Reviewed & Processed by FA
Division

PRINT NAME

SIGNATURE

DATE

PLEASE SUBMIT ORIGINAL TO THE PURCHASING DEPT. ATTN: FIXED ASSET DIVISION
HIDALGO COUNTY ADMINISTRATION BUILDING - 2812 S. BUSINESS 281, EDINBURG, TX 78539

TF# _____

r.gallardo@co.hidalgo.tx.us

**ENT TO BE ACCEPTED ONLY
(MENTS WILL BE ACCEPTED)**

SSET DIVISION USE ONLY

FUND NO.	COST	P/U	LOC
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		

OM _____ **TO** _____
\$ _____

**TO BE INITIALLED BY CONTACT PERSON
WHEN ITEMS ARE REMOVED FROM THE
PREMISES.**

DATE _____ **INITIAL** _____

EFFECTIVE DATE 03/01/13

TF# _____

r.gallardo@co.hidalgo.tx.us

**ENT TO BE ACCEPTED ONLY
(MENTS WILL BE ACCEPTED)**

SSET DIVISION USE ONLY

FUND

