





HIDALGO COUNTY, TEXAS  
ASSET TRANSFER FORM

DEPARTMENT NAME: Surplus for Destruction LOCATION: 1601  
 TRANSFER TO: Pct 3 TRANSFER FROM: 123  
 TF# 2019-057  
 NAME (PRINT): \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 CONTACT INFORMATION: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

**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)

PALLETT INFO.	ALJO LOC#	FUND NO.	CURRENT CONDITION	FIXED ASSET DIVISION USE ONLY		
				COST	P/U	LOC
21			B			
22			B			
23			B			
24						
25						
26						
27						
28						
29						
30						

DEPT. \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
 AMOUNT \$ \_\_\_\_\_

JUSTIFICATION FOR TRANSFER: \_\_\_\_\_

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

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

DATE INITIAL

EFFECTIVE DATE 03/01/13