HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

RECEIVED MAY 09 2017 By

	DEPARTMENT NAME	LOCATION
TRANSFER TO:	SURPLUS FOR DESTRUCTION	EDINBURG
TRANSFER FROM:	HIDALGO COUNTY CLERK'S OFFICE - 180	EDINBURG

TF# 2017-193

CONTACT INFORMATION:

NAME (PRINT) PRISCILLA TORRES PHONE. 956-318-2100, EXT. 619 FAX NO.: 956-318-2105 E-MAIL: priscilla.torre@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)

POSTED

	DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION
1	Desk/Workstations - Custom Made - Room #334	44734	None	Good
2	Desk/Workstations - Custom Made - Room #332	44732	None	Good
3	Desk/Workstations - Custom Made - Room #323	44733	None	Good
4	Desk/Workstations - Custom Made	44730	None	Good
5	Desk/Workstations - Custom Made - Room #333	44729	None	Good
6	Desk/Workstations - Custom Made - Room #321	44395	None	Good
7	Desk/Workstations - Custom Made - Room #320	44394	None	Good
8	Desk/Workstations - Custom Made	None	None	Good
9	~~Pedestal Desk - Room #324~~	~~23108~~	~~None~~	~~Good~~
10				

FIXED ASSET DIVISION USE ONLY

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

	FROM	TO
DEPT.		
AMOUNT	$	$

JUSTIFICATION FOR TRANSFER: Co. Clerk's Collections Dept. is moving into old District Attorney's Offices

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	Noe Lopez		May 5, 2017
Person receiving Item(s)	DAGO RIOS	Dago R	4/4/19
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