

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

PURCHASING PH08:06
RCVD 30 MAY 2019

TRANSFER TO: Surplus for Disposal Landfill LOCATION 9999
 TRANSFER FROM: Pct. 3 LOCATION 123

TF# 2019-315

CONTACT INFORMATION:

NAME (PRINT) Victor Gallardo FAX NO.: _____
 E-MAIL: victor.gallardo@co.hidalgo.tx.us

INITIAL BY STAFF: _____
 SAFETY DIVISION (FOR SURPLUS OF VEHICLES): _____
 DATE: _____

ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY
 (NO FAXES OR E-MAILED DOCUMENTS WILL BE ACCEPTED)

INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION	FIXED ASSET DIVISION USE ONLY			
			ALJO LOC#	FUND NO.	COST	P/U LOC
1	RECEPTION STATION W/CREDENZA SHELL 42553					
2						
3						
4						
5						
6						
7						
8						
9						
10						

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

Joe M. Flores

PRINT NAME

SIGNATURE

DATE

Person receiving Item(s)

PRINT NAME

SIGNATURE

DATE

Reviewed & Processed by FA Division

PRINT NAME

SIGNATURE

DATE

EFFECTIVE DATE 03/01/13

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

INITIAL

DATE

DATE



UNIT#___

COUNTY TAG# 42553

LICENSE TX PLATE#

SERIAL#

DESCRPTION: RECEPTION STATION W/ CREDENZA SHELL

LOCATION:

NOTES:
