

DEPARTMENT NAME: Surplus for Disposal - Landfill  
LOCATION: 9999  
TRANSFER TO: Co Court Law 1  
TRANSFER FROM: 021

TF# 2019-298

NAME (PRINT): \_\_\_\_\_ CONTACT INFORMATION: \_\_\_\_\_ FAX NO.: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

INITIAL BY STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_ SAFETY DIVISION (FOR SURPLUS OF VEHICLES): \_\_\_\_\_ 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	FIXED ASSET DIVISION USE ONLY					
				PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC
1									
2	<u>15702</u>	<u>#</u>							
3									
4									
5									
6									
7									
8									
9									
10									

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

AMOUNT \$ \_\_\_\_\_

The transfer is hereby approved by the Purchasing Agent

PLEASE USE BLUE INK TO SIGN

MARTHA L. SALAZAR  
PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT PERSON TRANSFERRING ITEM(S) OUT  
MARI A. GARCIA  
PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: 5/20/19

PERSON RECEIVING ITEM(S)  
PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED & PROCESSED BY FA DIVISION  
DATE: \_\_\_\_\_ INITIAL: \_\_\_\_\_  
EFFECTIVE DATE 03/01/13

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

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