PURCHASING DEPARTMENT

ASSET TRANSFER FORM

	DEPARTMENT NAME	LOCATION NO.	
TRANSFER TO:	**Surplus - Salvage**	**9999**	**TF#** _____
TRANSFER FROM:	**HC Constable Pct. 2**	**292**	

CONTACT INFORMATION

NAME (print): _____ **PHONE:** _____ **E-MAIL:** _____

ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY ***(No faxes or e-mail documents will be accepted)***

PLEASE SUBMIT ORIGINAL TO THE PURCHASING DEPARTMENT - HIDALGO COUNTY ADMINISTRATION BUILDING - 2812 S. BUSINESS 281, EDINBURG, TX 78539

ITEM NO.	DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO. / VIN	CURRENT CONDITION
1	1/2 SLIDER POLYCARBONATE METAL INSERT	61318		
2	2011 CROWN VIC CONSOLE PACKAGE	61338		
3				
4	PARTITION RAILS 4x			
5	WHEEL			
6	WIRE FOR ACCESSORY LIGHT			
7	PANEL COVER (8 PAIR)			
8	PARTITION			
9				
10				

FIXED ASSET DIVISION USE ONLY

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

FROM **TO**

DEPT. _____ _____

AMOUNT **$** **$**

IF APPLICABLE, USE ADDITIONAL SHEETS | NO. OF PAGE(S): _____

JUSTIFICATION FOR TRANSFER: _____

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			
Person receiving Item(s)			
Reviewed & Processed by Asset Management Division			

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

DATE **INITIAL**

EFFECTIVE MAY 20, 2019