

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

DEPARTMENT NAME

LOCATION

TRANSFER TO: SURPLUS FOR DESTRUCTION
TRANSFER FROM: CONSTABLE PCT 4

9999
294

NAME (PRINT)
CONTACT INFORMATION:
956-383-8560

FAX NO.:

E-MAIL: jaimie.gamboas1@co.hidalgo.tx.us

INITIAL BY STAFF: DATE:

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

TF# 2020-135

POSTED
5/24/20

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
1 WINDBREAKER 2			USED						
2 CLASS A PANT (1)			USED						
3 CLASS B PANTS (6)			USED						
4 CLASS A SHORT SLEEVE (6) (4) X			USED						
5 CLASS A LONG SLEEVE (1)			USED						
6 CLASS B LONG SLEEVE (1)			USED						
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

Martha L. Salazar
SIGNATURE

5/28/20
DATE

Contact Person transferring item(s) out

HORALDO SANCHEZ
PRINT NAME

Haldo Sanchez
SIGNATURE

5-5-2020
DATE

Person receiving Item(s)

PRINT NAME

SIGNATURE

DATE

Reviewed & Processed by FA Division

PRINT NAME

SIGNATURE

DATE

TO BE INITIALED BY CONTACT PERSONS ARE REMOVED FROM THE PREMISES.

DATE INIT

EFFECTIVE DATE 03/01/13

PLEASE SUBMIT ORIGINAL TO THE PURCHASING DEPT. ATTN: FIXED ASSET DIVISION















