HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

	DEPARTMENT NAME	LOCATION
TRANSFER TO:	BUILDINGS AND GROUNDS	
TRANSFER FROM:	HIDALGO COUNTY CSA	

TF# 2017-181

CONTACT INFORMATION:

NAME (PRINT) JAIME VILLESCAS **PHONE: 956-383-6240** **FAX NO.: 956-383-** **E-MAIL: JAIME.VILLESCAS@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)

	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	BLACK ROLLING CHAIR	CHCSA463		G						
2	BLACK ROLLING CHAIR	CHCSA268		G						
3	BLACK ROLLING CHAIR	CHCSA9059		G						
4	BLACK ROLLING CHAIR	CHCSA9058		G						
5	BLACK ROLLING CHAIR	CHCSA230		G						
6	BLACK ROLLING CHAIR	CHCSA9057		G						
7	BLACK ROLLING CHAIR	CHCSA9056		G						
8	BLACK ROLLING CHAIR	CHCSA329		G						
9	BLACK ROLLING CHAIR	CHCSA9055		G						
10	BLACK ROLLING CHAIR	CHCSA34		G						
11	BLACK ROLLING CHAIR	CHCSA9054		G						

JUSTIFICATION FOR TRANSFER:

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	FROM	TO
DEPT.		
AMOUNT	**$**	**$**

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	JAIME VILLESCAS		
Person receiving Item(s)			
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

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1	BLACK FILING CABINET	CHCSA495		G						
2	BLACK FILING DRAWER	CHCSA318		G						
3	BLACK FILING DRAWER	CHCSA317		G						
4	LOCKER	CHCSA181		G						
5	LOCKER	CHCSA179		G						
6	BLACK ROLLING CHAIR	CHCSA548		G						
7	BLACK ROLLING CHAIR	CHCSA249		G						
8	BLACK ROLLING CHAIR	CHCSA547		G						
9	BLACK ROLLING CHAIR	CHCSA549		G						
10	BLACK ROLLING CHAIR	CHCSA9053		G						
11				G						

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1	BROWN DESK	CHCSA518		B						
2	BROWN DESK	CHCSA523		B						
3	BROWN DESK	CHCSA9052		B						
4	BLACK FILING CABINET	CHCSA9051		B						
5	BLACK FILING CABINET	CHCSA9050		B						
6	BLACK FILING CABINET	CHCSA477		B						
7	BROWN DESK	CHCSA9049		B						
8	BROWN CABINET	CHCSA521		B						
9										
10										
11										

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1	DELL SERVER 2900	CHCSA9048		B						
2	BROWN DESK	CHCSA202		B						
3	EMERSON MICROWAVE	CHCSA9047		B						
4	EMERSON MICROWAVE	CHCSA9046		B						
5	CANNON PC 150	CHCSA9045		B						
6	CANNON SUPER G3	CHCSA9044		B						
7	STAPLES SHREDDER	CHCSA9043		B						
8	APC BATTERY	CHCSA9042		B						
9	APC BATTERY	CHCSA9041								
10										
11										

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					FIXED ASSET DIVISION USE ONLY					
1	CANNON D320	CHCSA601		B						
2	CANNON D320	CHCSA600		B						
3	CANNON D320	CHCSA9040		B						
4	OFFICE JET 8630	MCALLEN17		B						
5	SAMSUNG MONITOR	MCALLEN4		B						
6	SAMSUNG MONITOR	CHCSA544		B						
7	SAMSUNG MONITOR	CHCSA488		B						
8	DELL MONITOR	CHSCA491		B						
9	DELL MONITOR	MCALLEN2		B						
10	SAMSUNG MONITOR	CHCSA401		B						
11										

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1	HP MONITOR	CHCSA514		B						
2	HP MONITOR	CHCSA275		B						
3	HP PRINTER	CHSCA460		B						
4	HP PRINTER	CHCSA9039		B						
5	KYOCERA	CHCSA9038		B						
6	LADDER	CHCSA80		B						
7	LADDER	CHCSA81		B						
8	LADDER	CHSCA83		B						
9	LADDER	CHCSA82		B						
10	LADDER	CHCSA9037		B						
11										

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1	BISSELLVACUUM	CHCSA567		B
2	EUREKA VAUUM	CHCSA566		B
3	EUREKA VAUUM	CHSCA568		B
4	COMPAQ COMPUTER	MCALLEN5		B
5	COMPAQ COMPUTER	MCALLEN3		B
6	COMPAQ COMPUTER	CHCSA9036		B
7	COMPAQ COMPUTER	CHCSA9035		B
8	RICOH PRINTER	CHSCA398		G
9	OFFICE JET 8630	CHCSA516		B
10	COMPAQ COMPUTER	CHCSA9034		B
11				

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1	HP MONITOR	CHCSA9033		B						
2	HP MONITOR	CHCSA9032		B						
3	DELL MONITOR	CHCSA9031		B						
4	DELL MONITOR	CHCSA9030		B						
5	DELL MONITOR	CHCSA9029		B						
6	SAMSUNG MONITOR	CHCSA9028		B						
7	HP MONITOR	CHCSA9027		B						
8	HP MONITOR	CHCSA9026		G						
9	SAMSUNG MONITOR	CHCSA9025		B						
10	SAMSUNG MONITOR	CHCSA9024		B						
11										

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1	HP LASERJET 1020	CHCSA9023	CNB0336225	F						
2	HP LASER JET P1006	CHCSA503	VNB3B44181	F						
3	HP DESK JET 340	CHCSA9022		F						
4	HP OFFICE JET H470	CHCSA9021	CN9CT280525	F						
5	HP OFFICE JET H470	CHCSA570	CN9CT280H9	F						
6	HP LASER JET 1020	CHCSA264	CNB0052205	F						
7	HP LASER JET 1020	CHCSA194	CNB00341261	F						
8	HP OFFICE JET 6000	CHCSA9020	MY98E2J2BT	F						
9	COPYSTER CS-1820	CHCSA531	XQQ6204348	F						
10	HP PAVILLIO N ELITE920	CHCSA9019	MXQ9290645	B						
11										

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1	HP OFFICE JET PRO 8610	CHCSA357	CN536EX3BZ	F						
2	HP OFFICE JET PRO 8610	CHCSA352	CN58VENDV	F						
3	HP OFFICE JET PRO 8610	CHCSA361	CN58VFXODN	F						
4	HP OFFICE JET PRO 8610	CHCSA9018	CN58VFW205	F						
5	HP OFFICE JET PRO 8610	CHCSA9017	CN58VFW20B	F						
6	HP OFFICE JET PRO 8610	CHCSA351	CN58VFW210	F						
7	HP OFFICE JET PRO 8610	CHCSA9016	CN53HEX20V	F						
8	HP OFFICE JET PRO 8620	CHCSA68	CN453B408K	F						
9	RICOH SP213W	CHCSA397	X176M100057	G						
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1	HPW2207H	CHCSA66	3CQ8400C9Z	F
2	HPW2338H	CHCSA254	CNC9070T6P	F
3	HPW2338H	CHCSA9015	CNC9140N45	F
4	HPW2207H	CHCSA31	3CQ840153K	F
5	HPW2207H	CHCSA244	3CQ8401594	F
6	HPW2338H	CHCSA211	CNC9070T88	F
7	HPW1707	CHCSA9014	CNC845RG7	F
8	HPW2207H	CHCSA242	3CQ8400QF8	F
9				
10				
11				

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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)

	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	COMPAQ CQ 5000	CHCSA599	3CR0320T4Z	F						
2	COMPAQ CQ 5210	CHCSA347	CNX9380VM7	F						
3	COMPAQ CQ 5000	CHCSA9013	3CR0320TC	F						
4	COMPAQ CQ 5000	CHCSA602	3CR0320T7B	F						
5	COMPAQ CQ 5000	CHCSA506	3CR0320T7B	F						
6	COMPAQ CQ 5000	CHCSA9012	3CR032055B	F						
7	COMPAQ CQ 5000	CHCSA9011	3CR0320STL	F						
8	COMPAQ CQ 5000	CHCSA596	3CR0320STF6	F						
9	COMPAQ CQ 5000	CHCSA9010	3CR0320T5Y	F						
10	COMPAQ CQ 5000	CHCSA603	3CR03205VD	F						
11										

JUSTIFICATION FOR TRANSFER:

Note: Condition of items: (G) = Good working condition, (F) = Fair condition, and (B) = Broken

FROM **TO**
DEPT.
AMOUNT $ $

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	JAIME VILLESCAS		
Person receiving Item(s)			
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

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

	DEPARTMENT NAME	LOCATION
TRANSFER TO:	BUILDINGS AND GROUNDS	
TRANSFER FROM:	HIDALGO COUNTY CSA	

TF# 2017-181

CONTACT INFORMATION:

NAME (PRINT) JAIME VILLESCAS **PHONE: 956-383-6240** **FAX NO.: 956-383-** **E-MAIL: JAIME.VILLESCAS@CO.HIDALGO.TX.US**

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ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY
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FIXED ASSET DIVISION USE ONLY

	DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION	PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC
1	SAMSUNG MONITOR	CHCSA9009		F						
2	HP MONITOR	CHCSA9008		F						
3	DELL MONITOR	CHCSA9007		F						
4	HP MONITOR	CHCSA9006		F						
5	DELL MONITOR	CHCSA9005		F						
6	HP LASER JET 1102W	CHCSA9004		F						
7	COPYSTER CS-1820	CHCSA9003		F						
8	DESK BROWN	CHCSA531		F						
9	DESK BROWN	CHCSA9002		F						
10	DESK BROWN	CHCSA487		F						
11	HP LASER JET 9050 mfp	CHCSA9001		F						

JUSTIFICATION FOR TRANSFER:

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	FROM	TO
DEPT.		
AMOUNT	$	$

PLEASE USE BLUE INK TO SIGN

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Contact Person transferring item(s) out	JAIME VILLESCAS		
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