HIDALGO COUNTY, TEXAS
PURCHASING DEPARTMENT
FIXED ASSET DIVISION

This form requires Co. Comm. Court approval

ASSET DISPOSITION FORM

DEPARTMENT DISPOSING ASSET(s)	DEPT. NO.	PURPOSE OF FORM	DISPOSITION TYPE:	
Hidalgo County Sheriff's Office	280	This form is to be used when disposing of an asset by a method other than a transfer to Surplus or to another County Department.	[ ] Trade-in [ ] Landfill	
DATE OF REQUEST: 2/4/2021	LOCATION: Sheriff's Motor Pool	After approval by County Commissioner's Court, Please submit form to Fixed Asset Division.	[ ] Destruction [X] Scrap Other: ____ Metal	*Purchasing Dept. office use only*

Item	Asset Number	Asset Description	Serial Number	Original Cost	Disposal Date	FUND
1	N/A	Rotary Lift SM0123-10	JCL030002	Unknown	Pending	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Explanation:

Lift is over 15 years old, does not work any more and is unsafe.

Has been repaired multiple times and is unrepairable

Elected Official/Department Head Signature: [signature]

Date: 2/4/2021

Please submit a copy of the Commisionar's Court Approved Minutes with form.