



HIDALGO COUNTY, TEXAS
PURCHASING DEPARTMENT
FIXED ASSET DIVISION

This form requires Co. Comm. Court approval

ASSET DISPOSITION FORM

DEPARTMENT DISPOSING ASSET(S) CONSTABLE PRECINCT 4		DEPT. NO. 294	PURPOSE OF FORM 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. After approval by County Commissioner's Court, Please submit form to Fixed Asset Division.		DISPOSITION TYPE: <input type="checkbox"/> Trade-in <input type="checkbox"/> Landfill <input type="checkbox"/> Destruction <input type="checkbox"/> Scrap Other: Surplus <input type="checkbox"/> Metal		FUND Purchasing Dept. office use only
DATE OF REQUEST: 3/29/2021		LOCATION: 999	Serial Number MIHO		Disposal Date 10/7/2020		Original Cost \$6,500.00
Item	Asset Number	Asset Description	Serial Number	Original Cost	Disposal Date	FUND	
1	77119	MIHO - German Shepherd - Canine	MIHO	\$6,500.00	10/7/2020		
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Explanation: Deceased.

Elected Official/Department Head Signature: *[Signature]*
 Date: 3/29/2021

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