



**HIDALGO COUNTY, TEXAS  
PURCHASING DEPARTMENT  
FIXED ASSET DIVISION**

*This form requires Co. Comm. Court approval*

**ASSET DISPOSITION FORM**

<b>DEPARTMENT DISPOSING ASSET(s)</b>  HC Precinct 1	<b>DEPT. NO.</b>  121	<b>PURPOSE OF FORM</b> 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.	<b>DISPOSITION TYPE:</b>  <input type="checkbox"/> Trade-in <input type="checkbox"/> Landfill <input checked="" type="checkbox"/> Destruction <input type="checkbox"/> Scrap Metal Other: _____	<i>Purchasing Dept. office use only</i>
<b>DATE OF REQUEST:</b> 4/14/2021	<b>LOCATION:</b>			

Item	Asset Number	Asset Description	Serial Number	Original Cost	Disposal Date	FUND
1	50242	ORACLE (15) LIC-SOFT-APPLIC	PCT 1-SANITATION DPT	\$ 25,594.20		1100
2	55354	MS GSA OFFICE PRD PLUS 2010 LIC		\$ 370.04		1100
3	55439	5 TATEMS LIC FOR 5 COMPUTERS		\$ 897.00		1100
4						
5	31590	MILLTRONICS HYDRORANGER, FLOWMETER	92597130X	\$ 2,595.00		
6	61625	GRAYLINE SLT 5.0 FLOW METER	57502	\$ 2,450.00		1100
7						
8						

**Explanation:**

\_\_\_\_\_

**Elected Official/Department Head Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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