



HIDALGO COUNTY, TEXAS
PURCHASING DEPARTMENT
FIXED ASSET DIVISION

This form requires Co. Comm. Court approval

ASSET DISPOSITION FORM

<p>DEPARTMENT DISPOSING ASSET(S)</p> <p style="text-align: center;">Pct 3</p> <p>DEPT. NO. 123</p> <p>DATE OF REQUEST: 4/27/2021</p> <p>LOCATION: Mansion</p>	<p>PURPOSE OF FORM</p> <p>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.</p> <p>After approval by County Commissioner's Court, Please submit form to Fixed Asset Division.</p>	<p>DISPOSITION TYPE:</p> <p><input type="checkbox"/> Trade-in <input checked="" type="checkbox"/> Landfill</p> <p><input type="checkbox"/> Destruction <input type="checkbox"/> Scrap</p> <p>Other: _____ <input type="checkbox"/> Metal</p>	<p>FUND</p> <p>Purchasing Dept. office use only</p>		
Item	Asset Number	Asset Description	Serial Number	Original Cost	Disposal Date
1		54 FOLDABLE TABLES			
2		157 FOLDABLE CHAIR			
3		7 METAL OFFICE CHAIR			
4		HOBART SLICER			
5		47 MISC LIGHTS			
6		34 LIGHT BALLISTS			
7		CHAIR W TAG FOLDABLE			
8		CHAIR W TAG FOLDABLE			
9	12124	CHAIR W TAG FOLDABLE			
10	12150	CHAIR W TAG FOLDABLE			
11	12481	CHAIR W TAG FOLDABLE			
12	12284	CHAIR W TAG FOLDABLE			
13	12557	CHAIR W TAG FOLDABLE			
14	12363	CHAIR W TAG FOLDABLE			
15	12321	CHAIR W TAG FOLDABLE			
16	12563	CHAIR W TAG FOLDABLE			
17	12271	CHAIR W TAG FOLDABLE			
18	12158	CHAIR W TAG FOLDABLE			
19	12572	CHAIR W TAG FOLDABLE			
20	12604	CHAIR W TAG FOLDABLE			

21	8836	CHAIR W TAG FOLDABLE			
22	12243	CHAIR W TAG FOLDABLE			
23	12194	CHAIR W TAG FOLDABLE			
24		CHAIR W TAG FOLDABLE			
25	8781	CHAIR W TAG FOLDABLE			
26	8783	CHAIR W TAG FOLDABLE			
27	12238	CHAIR W TAG FOLDABLE			
28	12481	CHAIR W TAG FOLDABLE			
29	12497	CHAIR W TAG FOLDABLE			
30		WASHER			
31		DRYER			
32		BLACK OFFICE CHAIR			

Explanation:

Pct 3 no longer in need of these items. Items are damaged.

Elected Official/Department Head Signature: _____

[Handwritten Signature]

Date: _____

01/30/21

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

I am confirming that the items listed on this disposition form are damaged and no longer of use to the department. And would like to dispose via landfill.

Saulfury 4-30-2021