



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

This form requires Co. Comm. Court approval

ASSET DISPOSITION FORM

DEPARTMENT DISPOSING ASSET(s) County Clerk		DEPT. NO. 180		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 checked="" type="checkbox"/> Landfill <input type="checkbox"/> Destruction <input type="checkbox"/> Scrap Metal Other: _____		<i>Purchasing Dept. office use only</i>
DATE OF REQUEST: 5/5/2021		LOCATION:						
Item	Asset Number	Asset Description	Serial Number	Original Cost	Disposal Date	FUND		
1	36507	LANDATA TECH MINUTES MINDER BALDE		\$ 9,995.00				
2	42832	SHORETEL COMMUNICATION SYSTEM		\$ 20,684.07				
3								
4								
5								
6								

Explanation:

Elected Official/Department Head Signature: _____

Date: _____

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