

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

TRANSFER TO: SURPLUS DEPARTMENT NAME: LOCATION: TRF#

TRANSFER FROM: PRECINCT 1

NAME (PRINT) Lupe Rivera Jr. CONTACT INFORMATION: PHONE: 624-0033 FAX NO.:
E-MAIL: quadelupe.rivera@co.hidalgo.tx.us

INITIAL BY STAFF: SAFETY DIVISION (FOR SURPLUS OF VEHICLES): ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY (NO FAXES OR E-MAILED DOCUMENTS WILL BE ACCEPTED)

DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./VIN	CURRENT CONDITION
1 MAHOGANY OFFICE DESK	36897		B
2 HON CONTEMP-DESK/RTN/CRED	47990		B
3 KIMBALL DESK	52388		B
4 71/82 75/29 DESK	73358		B
5 GLO DESK 36/72	34670		B
6 PEDESTAL DESK W/RETURN MAHOGANY	40864		B
7 HON-MAHOGANY DESK W/L RETURN	46462		B
8 HON VENEER WOOD DESK 9200	48366		B
9 HON HUTCH W/DRAWERS	49305		B
10 PRESIDENTIAL DESK	50243		B

JUSTIFICATION FOR TRANSFER:

Note: Condition of items: (G) = Good working condition, (F) = Fair condition, and (B) = Broken

The transfer is hereby approved by the Purchasing Agent

MARTHA L. SALAZAR

PLEASE USE BLUE INK TO SIGN

Contact Person transferring item(s) out

PRINT NAME: Lupe Rivera Jr. SIGNATURE: 

DATE: _____

Person receiving item(s)

PRINT NAME: _____ SIGNATURE: _____

DATE: _____

Reviewed & Processed by FA Division

PRINT NAME: _____ SIGNATURE: _____

DATE: _____

DEPT.	AMOUNT \$	FIXED ASSET DIVISION USE ONLY				
		PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U
FROM						
TO						

TO BE INITIALED BY CONTACT PERSON WHEN ITEMS ARE REMOVED FROM THE PREMISES.

DATE: _____ INITIAL: _____

PLEASE SUBMIT ORIGINAL TO THE PURCHASING DEPT. ATTN: FIXED ASSET DIVISION
HIDALGO COUNTY ADMINISTRATION BUILDING - 2812 S. BUSINESS 281, EDINBURG, TX 78539

EFFECTIVE DATE 03/01/13

