



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

This form requires Co. Comm. Court approval

ASSET DISPOSITION FORM

DEPARTMENT DISPOSING ASSET(S) Tax Office	DEPT. NO. 140	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: 6/8/2021	LOCATION:			

#	ASSET ID	DESCRIPTION	SERIAL #	COST	REMARKS
1	15976	COUNTER TOP W/9 FILING CABINET		\$ 1,045.35	CP 290
2	19988	MERLIN PLUS-SYSTEM W/6 PHONES		\$ 2,721.75	1100
3	19989	BURGLAR ALARM SYSTEM		\$ 1,705.00	1100
4	22280	EPSON EQUITY LLE-PC	OLL1009358	\$ 1,230.00	
5	22388	AT&T KEYBOARD TELETYPE PRINTER #5310	89TY45070035	\$ 1,648.00	1100
6	39239	3X8 NORSTAR PHONE SYSTEM 7208		\$ 1,500.00	1100
7	42704	HEWLETT PACKARD PAVILION NOTEBOOK	CND437ITGN	\$ 1,149.94	1100
8	43752	ACPEN MK77M-8XN BUNDLE PC		\$ 1,356.00	1100
9	43753	ACPEN MK77M-8XN BUNDLE PC		\$ 1,356.00	1100
10	43755	ACPEN BUNDLE PC		\$ 1,171.00	1100
11	43756	ACPEN BUNDLE PC		\$ 1,171.00	1100
12	43757	ACPEN BUNDLE PC		\$ 1,171.00	1100
13	27238	SHREDMASTER GBC-1656S	F109427	\$ 1,865.00	1100
14	28565	SHARP ER-3250 W/VALIDATOR	19002412	\$ 1,795.00	1100
15	37350	IBC 27170 BINDING MACHINE		\$ 1,649.25	
16	38522	UF-790 PANASONIC LASER	GBP2AU0379	\$ 1,029.00	1100

Explanation:

Elected Official/Department Head Signature:

Date: 6/9/2021

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