



HIDALGO COUNTY, TEXAS
PURCHASING DEPARTMENT
FIXED ASSET DIVISION

This form requires Co. Comm. Court approval

ASSET DISPOSITION FORM

DEPARTMENT DISPOSING ASSET(S) _____ DEPT. NO. _____
 HIDALGO COUNTY CONSTABLE PCT 4 _____
 DATE OF REQUEST: 4/14/2021 LOCATION: PCT 4

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:
 Trade-in Landfill
 Destruction Scrap Metal
 Other: _____

Purchasing Dept. office use only

Item	Asset Number	Asset Description	Serial Number	Original Cost	Disposal Date	FUND
1		GREEN S/L POLO (3)				
2		BEIGE L/S POLO (10)				
3		CLASS A L/S SHIRT (7)				
4		CLASS B S/L SHIRT (17)				
5		GREEN TACTICAL PANTS (23)				
6		CLASS B PANTS (9)				
7		RAIN COAT NEON GREEN (2)				
8		BEIGE S/L POLO SHIRT (3)				
9		TACTICAL L/S SHIRT (6)				
10						
11						
12						
13						
14						
15						

Explanation: _____
 Elected Official/Department Head Signature: Herald Smith
 Date: 4/14/2021

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

















