



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

*This form requires Co. Comm. Court approval*

**ASSET DISPOSITION FORM**

<b>DEPARTMENT DISPOSING ASSET(s)</b> Emergency Management	<b>DEPT. NO.</b> 110-018	<b>PURPOSE OF FORM</b> 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.	<b>DISPOSITION TYPE:</b> <input type="checkbox"/> Trade-in <input type="checkbox"/> Landfill <input checked="" type="checkbox"/> Destruction <input type="checkbox"/> Scrap Other: _____ <input type="checkbox"/> Metal			
<b>DATE OF REQUEST:</b> 6/28/2021	<b>LOCATION:</b>			<i>Purchasing Dept. office use only</i>		
Item	Asset Number	Asset Description	Serial Number	Original Cost	Disposal Date	RUND
1	46351	Msci Antenna Mounting Hardware		\$ 2,399.43		
2	46352	Msci Antenna Mounting Hardware		\$ 2,399.43		
3	54329	APPLE IPAD 16GB	DLXG9HX7DFJ1	\$ 616.42		
4						
5						
6						

**Explanation:**

\_\_\_\_\_

\_\_\_\_\_

Elected Official/Department Head Signature: \_\_\_\_\_

*[Handwritten Signature]*

Date: 6/30/2021

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