



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

*This form requires Co. Comm. Court approval*

ASSET DISPOSITION FORM

DEPARTMENT DISPOSING ASSET(S)		DEPT. NO.	PURPOSE OF FORM		DISPOSITION TYPE:		FUND
Facilities Management		220	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.		<input type="checkbox"/> Trade-in	<input checked="" type="checkbox"/> Landfill	
DATE OF REQUEST: 7/20/2021		LOCATION: Facilities Management	After approval by County Commissioner's Court, Please submit form to Fixed Asset Division.		<input type="checkbox"/> Destruction	<input checked="" type="checkbox"/> Scrap Metal	Purchasing Dept. office use only
Item	Asset Number	Asset Description	Serial Number	Original Cost	Disposal Date		
1	23004	9 DRAWER FILE CABINET	N/A		7/27/2021		
2	23006	9 DRAWER FILE CABINET	N/A		7/27/2021		
3	23003	9 DRAWER FILE CABINET	N/A		7/27/2021		
4	23002	9 DRAWER FILE CABINET	N/A		7/27/2021		
5		16 Metal File Cabinets	N/A		7/27/2021		
6		4 Boxes of Broken Picture Frames	N/A		7/27/2021		
7							
8							
9							
10							
11							
12							
13							
14							
15							

Elected Official/Department Head Signature: *[Signature]*

Date: 7.21.20

items are obsolete and no longer of use to the department

Explanation:

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