



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

This form requires Co. Comm. Court approval

ASSET DISPOSITION FORM

DEPARTMENT DISPOSING ASSET(s) Fire Marshal		DEPT. NO. 300		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 type="checkbox"/> Landfill <input checked="" type="checkbox"/> Destruction <input type="checkbox"/> Scrap Metal Other: _____		<i>Purchasing Dept. office use only</i>
DATE OF REQUEST: 9/29/2021		LOCATION: 1601						
Item	Asset Number	Asset Description	Serial Number	Original Cost	Disposal Date	FUND		
1	58744	APPLE IPAD MINI 16GB BLK	F4NK5R8QF193	329.00				
2	58747	APPLE IPAD MINI 16GB BLK	F4NK5QTNP193	329.00				
3	59097	APPLE IPAD MINI 16GB BLK	F4KKHESNF193	329.00				
4	59895	APPLE IPAD MINI 16GB BLK	DMPJGHYEF18P	329.00				
5		APPLE IPAD MINI 16GB BLK	F4PKK6NPF193					
6	60943	MICROSOFT SURFACE PRO 2 128G	16925540953	999.99				
7								
8								
9								
10								

Explanation:

Elected Official/Department Head Signature: _____

Date: _____

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