



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

This form requires Co. Comm. Court approval

ASSET DISPOSITION FORM

DEPARTMENT DISPOSING ASSET(s) HC Judge		DEPT. NO. 110-000		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: _____	
DATE OF REQUEST: 10/26/2021		LOCATION:				<i>Purchasing Dept. office use only</i>	
Item	Asset Number	Asset Description	Serial Number	Original Cost	Disposal Date	FUND	
1	62174	MS GSA OFFICE PRO PLUS 2013		\$ 348.04			
2	66873	BASE CAMP PROJECT MGMT SOFTWARE		\$ 3,000.00			
3		not renewed					
4							
5							
6							
7							
8							
9							
10							

Explanation:

Elected Official/Department Head Signature: _____

Date: _____

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