

**HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM**

TRANSFER TO: BUILDINGS AND GROUNDS
TRANSFER FROM: HIDALGO COUNTY CSA
DEPARTMENT NAME: _____
LOCATION: _____

NAME (PRINT): JAIME VILLESICAS
CONTACT INFORMATION: PHONE: 956-383-6240 FAX NO.: 956-383-
E-MAIL: JAIME.VILLESICAS@CO.HIDALGO.TX.US

INITIAL BY STAFF: _____
SAFETY DIVISION (FOR SURPLUS OF VEHICLES): _____
DATE: _____

ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY
(NO FAXES OR E-MAILED DOCUMENTS WILL BE ACCEPTED)

TF# 2017-181

DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./VIN	CURRENT CONDITION
1 HP MONITOR	CHCSA514		B
2 HP MONITOR	CHCSA275		B
3 HP PRINTER	CHSCA460		B
4 HP PRINTER	CHCSA9039		B
5 KYOCERA	CHCSA9038		B
6 LADDER	CHCSA80		B
7 LADDER	CHCSA81		B
8 LADDER	CHSCA83		B
9 LADDER	CHCSA82		B
10 LADDER	CHCSA9037		B
11			

JUSTIFICATION FOR TRANSFER:

Note: Condition of items: (G) = Good working condition, (F) = Fair condition, and (B) = Broken

The transfer is hereby approved by the Purchasing Agent
MARTHA L. SALAZAR

PLEASE USE BLUE INK TO SIGN

DEPT. AMOUNT \$	FROM	TO	FIXED ASSET DIVISION USE ONLY					
			PALETT INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC

Contact Person transferring Item(s) out: JAIME VILLESICAS
PRINT NAME: _____
SIGNATURE: _____
DATE: _____

Person receiving Item(s): _____
PRINT NAME: _____
SIGNATURE: _____
DATE: _____

Reviewed & Processed by FA Division
PLEASE SUBMIT ORIGINAL TO THE PURCHASING DEPT. ATTN: FIXED ASSET DIVISION
HIDALGO COUNTY ADMINISTRATION BUILDING - 2812 S. BUSINESS 281, EDINBURG, TX 78539

TO BE INITIALLED BY CONTACT PERSON WHEN ITEMS ARE REMOVED FROM THE PREMISES.
DATE: _____
INITIAL: _____
EFFECTIVE DATE 03/01/13

**HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM**

TRANSFER TO: _____
TRANSFER FROM: _____

DEPARTMENT NAME: BUILDINGS AND GROUNDS
HIDALGO COUNTY CSA

CONTACT INFORMATION: NAME (PRINT) JAIMIE VILLES CAS
PHONE: 956-383-6240

LOCATION: _____
TF# 2017-181

ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY
(NO FAXES OR E-MAILED DOCUMENTS WILL BE ACCEPTED)

E-MAIL: JAIMIE.VILLES CAS@CO.HIDALGO.TX.US

DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./VIN	CURRENT CONDITION
1 HP OFFICE JET PRO 8610	CHCSA357	CN536EX3BZ	F
2 HP OFFICE JET PRO 8610	CHCSA352	CN58VENDV	F
3 HP OFFICE JET PRO 8610	CHCSA361	CN58VFXODN	F
4 HP OFFICE JET PRO 8610	CHCSA9018	CN58VFW205	F
5 HP OFFICE JET PRO 8610	CHCSA9017	CN58VFW20B	F
6 HP OFFICE JET PRO 8610	CHCSA351	CN58VFW210	F
7 HP OFFICE JET PRO 8610	CHCSA9016	CN53HEX20V	F
8 HP OFFICE JET PRO 8620	CHCSA48	CN433B408K	F
9 RICOH SP213W	CHCSA397	X176M100057	G
10			
11			

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PRINT NAME: JAIMIE VILLES CAS
SIGNATURE: _____
DATE: _____

Person receiving Item(s)
PRINT NAME: _____
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DEPARTMENT NAME: BUILDINGS AND GROUNDS
HIDALGO COUNTY CSA

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DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./VIN	CURRENT CONDITION	FIXED ASSET DIVISION USE ONLY					
				PALETT INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC
1 HPW2207H	CHCSA66	3CQ8400C9Z	F						
2 HPW2338H	CHCSA234	CNC9070T6P	F						
3 HPW2338H	CHCSA9015	CNC9140N45	F						
4 HPW2207H	CHCSA31	3CQ840153K	F						
5 HPW2207H	CHCSA244	3CQ8401594	F						
6 HPW2338H	CHCSA211	CNC9070T88	F						
7 HPW1707	CHCSA9014	CNC845R G7	F						
8 HPW2207H	CHCSA242	3CQ8400QF8	F						
9 _____									
10 _____									
11 _____									

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