



PURCHASING DEPARTMENT
ASSET DISPOSITION FORM

Purpose of Form: This form is to be used for asset disposition only. (E.g., trade-in, destroyed, lost, stolen, obsolete, or are damaged beyond repair.) Items listed on this form must be approved by County Commissioners first.

Please return this form along with a copy of the approved minutes to the Purchasing Dept. within 10 days of commissioners court approval date.

DATE OF REQUEST:
 DEPT. NAME: HIDTA
 LOCATION NO.: 270

Disposition Type:

- Trade-in
 Landfill
 Destruction
 Auction
 Other unable to locate

Item No	Asset No	Asset Description	Serial / VIN No	PO No	Acq Date	Original Cost	FMV	AI No	CC Date	Fund
1	46801	DELL-OPTIPLEX 745 USFF, E4300 1.80 GHZ	FZLQ1D1	584084	07/03/07	1,107.19				1291
2	46834	DELL LATITUDE D620 LAPTOP	H5GQ1D1	548869	10/09/07	1,680.89				1291
3	38237	BULLET-PROOF VEST HI LITE PRO 3A	601405312	563818	03/06/06	945.00				1291
4	51005	MOBILE RADIO EFJ 5300	5325J3906T-45850	637245	10/26/10	6,477.45				1291/1254

Elected Official/Dept. Head Signature

Date