

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

DEPARTMENT NAME _____ LOCATION _____

TRANSFER TO: SURPLUS _____ 9999

TRANSFER FROM: CONSTABLE PCT 4 _____ 294

TF# _____

NAME (PRINT JAIME GAMBOA) _____

CONTACT INFORMATION: _____

956-383-8560 FAX NO.: _____

E-MAIL: jaime.gamboal@co.hidalgo.tx.us

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

DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION	FIXED ASSET DIVISION USE ONLY		
				PALLET INFO.	ALJO LOC #	FUND NO.
1 K9 MALE GERMAN SHEPARD		ID B375				
2						
3						
4						
5						
6						
7						
8						
9						
10						

DEPT. _____ FROM _____ TO _____

AMOUNT \$ _____

JUSTIFICATION FOR TRANSFER: RETIREMENT OF K-9

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

The transfer is hereby approved by the Purchasing Agent

PLEASE USE BLUE INK TO SIGN

MARTHA L. SALAZAR

PRINT NAME _____ SIGNATURE _____ DATE _____

HORALDO SANCHEZ

PRINT NAME _____ SIGNATURE _____ DATE _____

Person receiving Item(s)

PRINT NAME _____ SIGNATURE _____ DATE _____

Reviewed & Processed by FA Division

PRINT NAME _____ SIGNATURE _____ DATE _____

PLEASE SUBMIT ORIGINAL TO THE PURCHASING DEPT. ATTN: FIXED ASSET DIVISION

DATE _____ EFFECTIVE DATE 03/01/13

TO BE INITIALED BY CONTACT PERSON
ITEMS ARE REMOVED FROM THE
PREMISES.