



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: Purchasing Dept (Surplus)
 LOCATION NO.: 1601

Disposition Type:

Trade-in Landfill Destruction

Auction Other _____

Item No	Asset No	Asset Description	Serial / VIN No	PO No	Acq Date	Original Cost	FMV	AI No	CC Date	Fund
1	69209	APPLE IPAD MINI 2-32GB	DLXS4165GHMG	753973	01/31/17	\$ 279.99				1100
2	69210	APPLE IPAD MINI 2 32GB	DLXS6426PGHMG	753973	01/31/17	\$ 279.99				1100
3	69211	APPLE IPAD MINI 2 32GB	DLXS426NGHMG	753973	01/31/17	\$ 279.99				1100
4	69212	APPLE IPAD MINI 2 32GB	DLXS41WCGHMG	753973	01/31/17	\$ 302.73				1100
5	69213	APPLE IPAD MINI 2 32GB	DLXS41AHGHMG	753973	01/31/17	\$ 279.99				1100

 Elected Official/Dept. Head Signature

 Date