



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	11504	End Table		054S	01/31/80	\$ 125.00				1100
2	11505	End Table		054S	01/31/80	\$ 125.00				1100
3	11782	FILE CABINET-1DRW LEGAL (PORTABLE)			07/18/83	\$ 145.00				1100
4	11788	TABLE-WOOD (BROWN)			04/30/53	\$ 20.45				1100
5	15257	Book Cart - Oxford		346F	01/28/85	\$ 141.57				1100
6	25689	EXEC DESK MADE BY MAINT ALMA'S			10/12/92	\$ 294.29				1100
7	26837	HON 38055 GRAY 30X60		70901	09/28/93	\$ 252.00				1100
8	29372	OKI LASER LED PAGE CO CLRK-SC WHSE		90859	07/18/95	\$ 489.00				1100
9	37352	MONITOR 15" FLAT SCREEN		333570	11/13/01	\$ 389.00				1100
10	29832	HON DOUBLE PEDESTAL,GRAY		98153	11/13/95	\$ 375.00				1100
11	38280	CREDENZA		359100	07/23/02	\$ 377.00				1100
12	16022	TABLE - WOOD BROWN			07/15/82	\$ 75.00				1100
13	16028	TABLE-BROWN			04/30/53	\$ 25.00				1100
14	18974	BOOKCASE-3 SHELVES MADE BY MAINT			09/15/86	\$ 200.00				1100
15	26836	HON 38055 GRAY 30X60		70901	09/28/93	\$ 252.00				1100

\_\_\_\_\_  
 Elected Official/Dept. Head Signature

\_\_\_\_\_  
 Date



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