



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	69218	APPLE IPAD MINI 2-32GB	F9FS41P2GHMG	747193	10/04/16	\$ 302.73				1100
2	69222	APPLE IPAD MINI 2 32GB	F9FS5092GHMG	747193	10/04/16	\$ 302.73				1100
3	73434	APPLE IPAD MINI 4 32GB	F9FV42ZZGHMN	766036	11/14/17	\$ 429.99				1100

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Elected Official/Dept. Head Signature

\_\_\_\_\_

Date