



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	51756	6' X 30"X24" STORAGE CABINET	N/A	644679	11/16/10	\$ 1,746.00				1100
2	70908	5 PANEL DIVIDER	N/A	754011	01/31/17	\$ 1,088.26				1100
3	77654	HON "L" CONFIGURATION VERSE PANELS, GRAY	N/A	803042	11/05/19	\$ 1,116.61				1100
4	77655	HON "L" CONFIGURATION VERSE PANELS, GRAY	N/A	803042	11/05/19	\$ 1,116.61				1100
5	57338	APPLE IPAD 16GB BLK	F4KK1FUEF193	685732	01/29/13	\$ 328.71				1100

Elected Official/Dept. Head Signature

Date