



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	64689	SURFACE PRO 3 TABLET CORE	9000551453	725490	06/16/15	\$ 958.37				1100
2	64690	SURFACE PRO 3 TABLET CORE	8992751453	725490	06/16/15	\$ 958.37				1100
3	64698	SURFACE PRO 3 TABLET CORE	8915551453	725490	06/16/15	\$ 958.37				1100
4	64700	SURFACE PRO 3 TABLET CORE	8925451453	725490	06/16/15	\$ 958.37				1100
5	64701	SURFACE PRO 3 TABLET CORE	8907451453	725490	06/16/15	\$ 958.37				1100
6	65071	MS SURFACE PRO 3 15	4482251653	728029	07/21/15	\$ 989.01				1242
7	65072	MS SURFACE PRO 3 17	50435451553	728029	07/21/15	\$ 1,516.67				1242

Elected Official/Dept. Head Signature

Date