



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	031532	BSH WORKSTATION & BRIDGE,BLACK	N/A	N/A	01/20/98	\$ 471.00				1100

Elected Official/Dept. Head Signature

Date