



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:** Facilities  
**LOCATION NO.:** 220

**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
20	26556	SAND BLASTING MACHINE	19386R	71339	8/17/93	2,380.00				1100
26	32647	COUNTER MADE BY MAINTENANCE	AT DPS OFFICE	262715	10/30/98	1,252.13				1100
37	42217	ROLL & LOCK TRUCK BED COVER	Delta Area	527722	2/27/04	1,057.82				1100
38	43492	BACK-UP MAILING SYST NEOPOST MODEL IJ65	85002824	542324	3/31/05	5,323.85				1100
39	43493	MAILING MACHINE NEOPOST MODEL IJ65	52009724	542324	3/31/05	16,591.00				1100
40	45758	CUBICLE W/3 TIER GLASS PANELS		567970	9/5/06	5,482.17				1100
43	48072	MAIL MACHINE UPGRADE KIT	Surplused	585263	12/11/07	9,034.00				1100

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*Elected Official/Dept. Head Signature*

\_\_\_\_\_  
*Date*