



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	53435	TRAY DRYING RACK	N/A	656147	05/24/11	\$ 935.00				1100
2	53436	TRAY DRYING RACK	N/A	656147	05/24/11	\$ 935.00				1100
3	53437	TRAY DRYING RACK	N/A	656147	05/24/11	\$ 935.00				1100
4	53438	TRAY DRYING RACK	N/A	656147	05/24/11	\$ 935.00				1100
5	53439	TRAY DRYING RACK	N/A	656147	05/24/11	\$ 935.00				1100
6	031533	BSH WORKSTATION & BRIDGE, BLACK	N/A		01/20/98	\$ 471.00				1100
7	032319	WORKSTATION WITH BRIDG&PENNINSU	N/A	251991	07/21/98	\$ 471.00				1100
8	030197	DESK MADE BY MAINTENANCE	N/A	105288	07/30/96	\$ 278.59				1223

Elected Official/Dept. Head Signature

Date