



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: Human Services
LOCATION NO.: 240

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	49478	HP LASERJET P2055DN	CNB9N38518	623704	09/22/09	\$ 348.99				1100
2	66354	HON TASK CHAIR CHERRY	N/A	733951	01/12/16	\$ 396.04				1100



Elected Official/Dept. Head Signature

9/29/2022

Date