



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	64627	LG TV 65"	503RMFP8F939	725006	08/18/15	\$ 1,205.68				1100
2	026655	HON GRAY BOOKCASE 4-SHELF	N/A	71983	09/28/93	\$ 118.00				1100
3	029377	BOOKCASE	N/A	93961	07/18/95	\$ 149.60				1100
4	029488	PAO 78W 3 SEAT SOFA BLACK	N/A	97184	01/23/96	\$ 1,416.83				1100
5	030197	DESK MADE BY MAINTENANCE	N/A	105288	07/30/96	\$ 278.59				1100
6	034084	CONFERENCE TABLE	N/A	279814	11/23/99	\$ 350.00				1293
7	038328	KENWOOD TK-862 GK	2010802	360783	07/30/02	\$ 443.99				1331

\_\_\_\_\_  
 Elected Official/Dept. Head Signature

\_\_\_\_\_  
 Date