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: **Emergency Mgmt**
LOCATION NO.: 110-018

Disposition Type:

☐ Trade-in ☐ Landfill **X** 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	60941	MIRCOSOFT SURFACE PRO 2 126GB	007071640953	707155	06/17/14	999.99				1100
2	60944	MIRCOSOFT SURFACE PRO 2 126GB	017086640953	707155	06/17/14	999.99				1100
3	60945	MIRCOSOFT SURFACE PRO 2 126GB	016644740953	707155	06/17/14	999.99				1100
4	42926	PRINTER, COLOR CARD, SERIES P210	P210014046	540918	12/07/04	1,600.00				1100
5	48244	CANON 220 DOC SCANNER	21DS300846	603476	06/20/08	1,551.99				1100
6	63454	DELL OPTIPLEX 9020	I045B42	723504	11/10/15	853.87				1100
7	48270	ITTRONIX GB VR-2 LAPTOP		604167	07/28/02	3,311.25				1100

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Elected Official/Dept. Head Signature ***Date***