



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: HC Precinct 3 **Exhibit A**  
 LOCATION NO.: 123

**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	022727	EXECUTIVE DESK			12/10/90	945.00				CPFD=681
2	51661	SCOTSMAN ICE MAKER	10061320013481	643398	11/09/10	2,244.63				1200
3	52813	SCOTSMAN ICE BIN	10091320010477	651743	03/01/11	898.56				1200
4	60008	REVERSE OSMOSIS SYSTEM	RO5500	695974	09/24/13	914.07				1200
5	61296	ICE BIN 430LBS		708761	07/08/14	847.10				1200
6	61295	MANITOWOC ICE MAKER	1101283665	708761	07/08/14	2,330.17				1200

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

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