

EQUIPMENT DISPOSITION/TRANSFER FORM

If disposing of multiple items in the same category, (i.e.: multiple computers) complete this page then list the individual items with their serial#/tag #/VIN# on an attached excel spreadsheet.

Disposal requests for items with fair market value greater than \$5000 must be approved by HHSC.

Requesting Agency Name	Hidalgo County dba Hidalgo County Health & Human Services		
Requestor Name	Clarissa Ramirez		
Requestor Email Address	clarissa.ramirez@wic.co.hidalgo.tx.us		
Phone:	(956) 381-4646		

Section I - Disposal Description

Asset Description	Serial/VIN# & mileage	Location	%WIC Program Funding	Purchase date M/D/Y	Purchase Price	Current Estimated Value	Condition Code	Reason for disposal Code	Planned Method of Disposal Code																				
28'x66' Wooden Modular Building w/composite siding	WT725/WT726	Mc Allen WIC Program, 300 E. Hackberry.	100%	9/3/1999	\$81,100	\$8,100.00	P	B	TR/PA																				
Reason for Disposal Code																													
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">E- Excellent</td> <td style="width: 25%;">B - Too expensive to repair</td> <td style="width: 25%;">O - Obsolete</td> <td style="width: 25%;">A - Auction/proceeds become WIC program income</td> </tr> <tr> <td>G - Good</td> <td>D - Damaged beyond repair</td> <td>R - Replaced with upgrade</td> <td>P - LA or parent agency purchase item(s) from the WIC program/HHSC</td> </tr> <tr> <td>F - Fair</td> <td>L - Lost</td> <td>S - Stolen</td> <td>TI - Trade-In</td> </tr> <tr> <td>P - Poor</td> <td>X - OTHER _____</td> <td></td> <td>TR/LA - Transfer item(s) to another Local Agency</td> </tr> <tr> <td></td> <td></td> <td></td> <td>TR/PA - Transfer item(s) to another federal program at parent agency</td> </tr> </table>										E- Excellent	B - Too expensive to repair	O - Obsolete	A - Auction/proceeds become WIC program income	G - Good	D - Damaged beyond repair	R - Replaced with upgrade	P - LA or parent agency purchase item(s) from the WIC program/HHSC	F - Fair	L - Lost	S - Stolen	TI - Trade-In	P - Poor	X - OTHER _____		TR/LA - Transfer item(s) to another Local Agency				TR/PA - Transfer item(s) to another federal program at parent agency
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Recommended Method of Disposal Code																													

Section II - Contractor Completion/e-Signature Required

1. Does your local agency and/or parent agency have an established disposal policy?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
2. Are all of the items listed in the WIC Asset Management System(WAMS)?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
3. Have all of the items listed above been sanitized according to WIC policy AUT 9.0?	<input type="checkbox"/> YES	<input type="checkbox"/> NA	<input checked="" type="checkbox"/> X
Name (type in name for signature):	Melissa Martinez		Signature Date: 11/10/22

HHSC/WIC Program Approval: Melissa Martinez Date: 11/10/22

Comments: _____

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Section III - Method of Disposal/Transfers

✓	Section III - Method of Disposal/Transfers		
1.	Sold/Auction	Date:	Sales Price:
2.	Trade-in		Price:
3.	LA/Parent Agency Purchase from WIC Program	Date:	Sales Price:
4.	Transfer to another WIC local agency	Date:	
a.	Agency Name/location		
b.	Comments:		
5.	Transfer to another federal grant at parent agency	Transfer Date:	
a.	Parent Agency Name (no abbreviations):		
b.	Name of Federal Program (no abbreviations):		
c.	Comments:		
✓	6. Other (attach any additional information to this form)	Transferring to Hidalgo Co. Facilities Management	

****To Be Completed By Transferring & Receiving Program/Agency****

This is to certify that the property listed on this form was released by the "Transferring Agency" and was acquired by the "Receiving Agency" named below. If required, the property will be reported by the "Receiving Agency" on the designated WIC asset management system within thirty (30) business days of receipt.

Save completed form in purchasing file for audit purposes

Transferring Agency		Receiving Agency/Program	
Parent Agency Name	LA#12 Hidalgo County WIC Program	Parent Agency Name	
Program Name	Hidalgo County WIC Program	Program Name	
Agency Address (street, city, state)	3105 W. University Edingurg, Texas 78539	Agency Address (street, city, state)	
Responsible Person(s)	Clarissa Ramirez, Rene Gomez, Margarita Gonzalez	Person(s) Receiving Item(s)	
Signature (typed or written)	Clarissa Ramirez, WIC Director	Signature (typed or written)	