



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	023010	CREDENZA LIME OAK	N/A	N/A	12/10/90	\$ 945.00				CPFD= 681
2	59975	APPLE IPAD 32GB	DMQKPC05F183	695688	09/17/13	\$ 598.44				1200
3	70466	APPLE I-PAD MINI 2	F9FSNA3JFLMM	752247	04/18/17	\$ 349.99				1200
4	70467	APPLE I-PAD MINI 2	F9FSN67KFLMM	752247	04/18/17	\$ 349.99				1200
5	70468	APPLE I-PAD MINI 2	F9FSN6SVFLMM	752247	04/18/17	\$ 349.99				1200
6	70469	APPLE I-PAD MINI 2	F9FSFBZRFLMM	752247	04/18/17	\$ 349.99				1200
7	70470	APPLE I-PAD MINI 2	F9FSN87SFLMM	752247	04/18/17	\$ 349.99				1200

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

\_\_\_\_\_  
 Date