



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: Health and Human Services

LOCATION NO.: 340

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	52042	DESK LEFT RETURN		647443	01/25/11	1,712.71				1293
2	53387	HON WORKSTATION W/STACK ON		655943	08/09/11	2,132.86				1293
3										
4										
5										
6										

Elected Official/Dept. Head Signature

Date