



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  
 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		Bldg ID: 3107-2								
		Penitas Landfill Office			06/24/05	13,820.00				

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

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