



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: **Sheriffs Office**  
 LOCATION NO.: **280**

**Disposition Type:**

- Trade-in    Landfill    Destruction  
 Auction    Other RETIRED

Item No	Asset No	Asset Description	Serial / VIN No	PO No	Acq Date	Original Cost	FMV	AI No	CC Date	Fund
1	73175	SIG SAVER P320 45ACP	58C064072	760155	01/23/18	422.56				1227

1-9-24  
 Date

*[Handwritten Signature]*  
 Elected Official/Dept. Head Signature