



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 4
LOCATION NO.: 124

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	65019	4 SECTIONS MODULAR WORKSTATION		727096	10/06/15	10,809.71				1100
2										
3										
4										
5										
6										



Elected Official/Dept. Head Signature



Date

AFFIDAVIT

State Of Texas |
County of Hidalgo |

Before me, the undersigned authority, a Notary Public and in for the State of Texas, on the same date personally appeared Jennifer Mendosa, who after being duly sworn, deposes and says:

My name is Jennifer Mendosa and I am Chief administrator at the Hidalgo County Precinct 4.

I am requesting that the Hidalgo County Commissioner's Court and/or the Hidalgo County Purchasing Department remove the items listed on Exhibit A, from our inventory listing. The assets have no further use, obsolete and or value to sell at auction.

The above is true and correct to the best of my knowledge.


Department Head

State of Texas |
County Of Hidalgo |

Sworn to and subscribed before me, a Notary Public, in and for the State of Texas on this the 13 day of February, 2024.


NOTARY PUBLIC, State of Texas

