



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 JP 3 PL2  
LOCATION NO.: 066

(Exhibit A)

**Disposition Type:**

- Trade-in    Landfill    Destruction  
 Auction    Other Missing Asset

Item No	Asset No	Asset Description	Serial / VIN No	PO No	Acq Date	Original Cost	FMV	AI No	CC Date	Fund
1	59162	DELL OPTIPLEX 7010 COMPUTER	80FCFX1	691912	07/09/13	900.44				1242
2										
3										

*Luna Rodriguez*  
Elected Official/Dept. Head Signature

*03/13/2024*  
Date



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 JP 3 PL2  
LOCATION NO.: 066

(Exhibit B)

**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	49356	HP LASERJET P4015 PRINTER	CNDY182159	622216	06/15/09	1,088.00				1100
2										

*Luna Rodriguez*  
Elected Official/Dept. Head Signature

*03/13/2024*  
Date