



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: JP 4 PL 1
LOCATION NO.: 067

Exhibit A

Disposition Type:

- Trade-in Landfill Destruction
 Auction Other Missing

Item No	Asset No	Asset Description	Serial / VIN No	PO No	Acq Date	Original Cost	FMV	AI No	CC Date	Fund
1	42277	INSPIRON 600m CELERON M PROCESSOR 350		551568	06/30/05	2,041.77				1242
2										
3										

Elected Official/Dept. Head Signature

Date



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DATE OF REQUEST:
DEPT. NAME: JP 4 PL 1
LOCATION NO.: 067

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	64849	RAZBERI 16 PORT PROF SERVER SWITCH		726412	10/06/2015	5,730.15				1245
2										
3										

Elected Official/Dept. Head Signature

Date