



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 1  
 LOCATION NO.: 121

**Disposition Type:**

- Trade-in    Landfill    Destruction  
 Auction    Other Donation - City of Edcouch

Item No	Asset No	Asset Description	Serial / VIN No	PO No	Acq Date	Original Cost	FMV	AI No	CC Date	Fund
1	63251	2015 FORD EXT CAB 4X4 w/ SERVICE BODY	1FT7X2B66FED44046	721529	07/14/15	26,498.72				1304
2										
3										
4										
5										
6										

\_\_\_\_\_

*Elected Official/Dept. Head Signature*

\_\_\_\_\_

*Date*