



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 Constable Pct. 4
 LOCATION NO.: 294

Disposition Type:

- Trade-in Landfill Destruction
 Auction Other Donation

Item No	Asset No	Asset Description	Serial / VIN No	PO No	Acq Date	Original Cost	FMV	AI No	CC Date	Fund
1	VT2433	STAFFORDSHIRE TERRIER "LEO" K-9 DOG	24124	DNTN	04/16/24	3,500.00				1100
2										
3										
4										
5										
6										

[Signature]
 Elected Official/Dept. Head Signature

7/18/25
 Date