



BASTROP COUNTY PURCHASING OFFICE

801 PINE STREET, BASTROP, TEXAS 78602 • TEL: (512) 581-7110 • FAX: (512) 581-4228
EMAIL: TABITHA.PUCEK@CO.BASTROP.TX.US

DATE:

TO: BASTROP COUNTY PURCHASING DEPARTMENT
ATTENTION: FIXED ASSET DIVISION

FROM:

The employees designated below are hereby designated as my representative to handle and control fixed assets for my department. I understand that I am ultimately responsible for the care and accurate accounting for all fixed assets assigned to my department.

NAME	TITLE	OFFICE NO.	E-MAIL

Elected/Appointed Official or Department Head Signature

Date