

# Williamson County

## Asset Status Change Form

The following asset(s) is(are) to be considered for: (Select one)

- ☐ **TRANSFER** between county departments      ☐ **TRADE-IN** for new assets for the county  
☒ **SALE** at the earliest auction      ☐ **DONATION** to a non-county entity

### Asset list:

| Quantity | Description<br>(year, make model & etc.) | Manufacturer ID#<br>(serial, service tag, or VIN) | County<br>Tag# |
|----------|------------------------------------------|---------------------------------------------------|----------------|
| 10       | Wall Divider Components                  |                                                   |                |
| 6        | Desk Tops                                |                                                   |                |
| 1        | Desk Drawer                              |                                                   |                |
| 1        | Desk Shelf Organizer                     |                                                   |                |
| 9        | Shelves                                  |                                                   |                |
| 3        | Wall Divider Holder                      |                                                   |                |
|          |                                          |                                                   |                |
|          |                                          |                                                   |                |

### Parties involved:

**FROM** (Transferor Department): \_\_\_\_\_

**Transferor - Elected Official/Department Head/**

**Authorized Staff:**

Deborah M. Hunt

**Contact Person:**

Kathryn Morehouse

Print Name

*Deborah M. Hunt*

Signature

Print Name

943-1601 X 7015

Phone Number

Date 2 / 5 / 08

**TO** (Transferee Department/Auction/Trade-in/Donee): \_\_\_\_\_

**Transferee - Elected Official/Department Head/**

**Authorized Staff OR Donee - Representative:** (If being approved for Sale or Trade-in, no signature is necessary.)

**Contact Person:**

Print Name

Print Name

Signature

Phone Number

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**For assets donated to a non-county entity:**

The Donee accepts the above assets and has determined the Fair Market Value of assets to be \$ \_\_\_\_\_

## Forward to County Auditor's Office

This Change Status was approved as agenda item # \_\_\_\_\_ in Commissioner's Court on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If for Sale, the asset(s) was(were) delivered to warehouse on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

by \_\_\_\_\_

# Williamson County

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### Asset list:

| Quantity | Description<br>(year, make model & etc.) | Manufacturer ID#<br>(serial, service tag, or VIN) | County<br>Tag# |
|----------|------------------------------------------|---------------------------------------------------|----------------|
| 1        | Laser Jet 6 Pringer                      |                                                   | 100443         |
| 1        | Laser Jet Printer 4100N                  |                                                   | 10041          |
| 3        | wood desk                                |                                                   | no tag #       |
| 1        | wood credenza                            |                                                   | no #           |
| 1        | small white wood table                   |                                                   | no #           |
|          |                                          |                                                   |                |
|          |                                          |                                                   |                |
|          |                                          |                                                   |                |

### Parties involved:

**FROM** (Transferor Department): District Attorney

**Transferor - Elected Official/Department Head/**

**Authorized Staff:**

Sandi Andrews

Print Name

Signature

Date 02 / 06 / 08

**Contact Person:**

Sandi Andrews

Print Name  
943-1207

Phone Number

**TO** (Transferee Department/Auction/Trade-in/Donee):

**Transferee - Elected Official/Department Head/**

**Authorized Staff OR Donee - Representative:** (If being approved for Sale or Trade-in, no signature is necessary.)

Sandi Andrews

Print Name

Signature

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Contact Person:**

Print Name

Phone Number

**For assets donated to a non-county entity:**

The Donee accepts the above assets and has determined the Fair Market Value of assets to be \$ \_\_\_\_\_

## Forward to County Auditor's Office

This Change Status was approved as agenda item # \_\_\_\_\_ in Commissioner's Court on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If for Sale, the asset(s) was(were) delivered to warehouse on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

by \_\_\_\_\_

# WILLIAMSON COUNTY

## VEHICLE RETIREMENT FORM

### Identify Vehicle:

1FTFE24H05HB21266 0696  
VEHICLE IDENTIFICATION NUMBER DOOR NUMBER

689483 1995 Ford E250 white  
LICENSE PLATE NUMBER YEAR MAKE MODEL COLOR

509  
DRIVER ASSIGNED TO VEHICLE DEPARTMENT

### Reason for Retirement:

☐ Accident: Attach a Damage to County Property Incident Report or the Official Accident Report

☒ High Mileage: List actual mileage 136296

☒ Not mechanically sound Needs to go off

☐ Other: Explain \_\_\_\_\_

### Method of Retirement: This vehicle is to be considered for: (Select one)

☒ SALE at the earliest auction

☐ TRADE-IN for new assets for the county

☐ DONATION to a non-county entity

☐ SALVAGE for parts

Elected Official/Department Head/authorized staff

Print Joe Latte

Signature

Date

5 Feb 2008

**FORWARD TO FLEET MANAGER - MIKE FOX**

### FOR FLEET SERVICES USE ONLY

☐ Authorized Litigation & Insurance Release Form obtained

☐ Vehicle Marked for Auction and moved to Auction Yard

☒ Forward forms and reports to County Auditor's Office

Print

Mike Fox

Signature

Mike Fox

Date

2-6-08