

# 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 (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
1	Refrigerator	FRIGIDARE, Mod# FPI-170T, Ser# 75AE 1253	A111249

### Parties involved:

**FROM** (Transferor Department): FACILITIES MAINTENANCE

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

**Authorized Staff:**

JOSEPH LATTEO

**Contact Person:**

Print Name

Print Name

512-943-1599

Signature

Phone Number

Date

7/9/08

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

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

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

JERRY VILLARREAL

**Contact Person:**

Print Name

Print Name

512-943-3314

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

## 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 (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
1	old Wooden Desk. two drawer	N/A	
1	Hon Wooden Desk, Medium Oak, two drawer	N/A	
1	Small wooden Cabinet (slight damage)	N/A	

### Parties involved:

**FROM** (Transferor Department): Auction

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

**Authorized Staff:**

Jerry Villarreal

**Contact Person:**

Jerry Villarreal

Print Name

Signature

Date 07 / 08 / 08

Print Name  
943-3314

Phone Number

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

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

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

Melissa Ramos

**Contact Person:**

Melissa Ramos

Print Name

Signature

Date 07 / 08 / 08

Print Name  
943-3500

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 \_\_\_\_\_