

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	Computer Desk U-shaped Black & Gray		
4	Steel Master 2600 Index card file cabinet 8 Drawer	A106101, A106103, A106095, A106096	
1	Electro Joggers Paper Jogger		
1	Formax Form Burster Model FD548	Serial# 5866	
1	Computer Desk 59.5"x29.5"x28.5" Oak laminate finish		
1	Fujitsu Flatbed Scanner ^{Image}	Serial #5954	

Parties involved:

TO ~~FROM~~ (Transferor Department): Auction

Transferor - Elected Official/Department Head/Authorized Staff:

Contact Person:

Print Name

Print Name

Signature

Phone Number

Date ____ / ____ / ____

FROM ~~TO~~ (Transferee Department/Auction/Trade-in/Donee): Elections

Transferee - Elected Official/Department Head/Authorized Staff OR Donee - Representative: (If being approved for Sale or Trade-in, no signature is necessary.)

Contact Person:

Rick Barron

Candi Zaccheus

Print Name

Print Name
943-4629

Signature

Phone Number

Date 8 / 26 / 08

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 _____