

Williamson County

Asset Status Change Form

The following asset(s) is(are) 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#	Condition of Assets (Working, Non-Working, Unknown)
1	HP SCANJET, MODEL # 5550c	S/N 3912A465	none	Non-Working
	This unit is not functioning properly			

Parties involved:

FROM (Transferor Department): 560 Law Enforcement Administration

Transferor - Elected Official/Department Head/

Authorized Staff:

L.C. Marshall

Print Name

Signature

Date _____

Contact Person:

Crystal White

Print Name

+1 (512) 943-1324

Phone Number

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.)

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

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Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working, Unknown)
33	navy BDU pants - various sizes	none <i>worn, torn, stained</i>	none	Non-Working
13	khaki tactical shirts - various sizes	none " "	none	Non-Working
1	short sleeved khaki duty shirt	none " "	none	Non-Working
10	blue clerical shirts - various sizes	none " "	none	Non-Working
5	navy class a pants - various sizes	none " "	none	Non-Working
2	Nylon Radio Holders	none " "	none	Non-Working
2	Nylon Glove Pouches	none " "	none	Non-Working
1	navy windbreaker	none " "	none	Non-Working

Parties involved:

FROM (Transferor Department): 570 Corrections

**Transferor - Elected Official/Department Head/
Authorized Staff:**

L.C. Marshall

Print Name

Signature

Date _____

Contact Person:

Crystal White

Print Name

+1 (512) 943-1324

Phone Number

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

**Transferee - Elected Official/Department Head/
Authorized Staff OR Donor - 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 \$

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This Change Status was approved as agenda item # _____ in Commissioner's Court on _____

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Williamson County

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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	Dell Monitor	CN-0M11609-46633-45L-2FL6S	

Parties involved:

FROM (Transferor Department): HUD GRANTS / Commissioners Court

Transferor - Elected Official/Department Head/

Authorized Staff:

Dan Gattis

Print Name

[Signature]

Signature

Date ____ / ____ / ____

Contact Person:

Sally Bardwell

Print Name

512-260-4249

Phone Number

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.)

Print Name

Signature

Date ____ / ____ / ____

Contact Person:

Print Name

Phone Number

For assets donated to a non-county entity:

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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 _____