

Williamson County

Asset Status Change Form

The following asset(s) is(are) considered for: (select one)

- ☐ **TRANSFER** bet ween 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	wooden desk	HON	A103152	Unknown
1	wooden desk	HON	A103121	Unknown
1	Hewlett Packard Printer Laser Jet 4		100450	Unknown
1	Hewlett Packard Printer Laser Jet 4		100410	Unknown
1	gray swivel chair with arms	MQM5NX		Working

Parties involved:

FROM (Transferor Department): District Attorney's Office

Transferor - Elected Official/Department Head/Authorized Staff:

Sandi Andrews

Print Name

Signature

Date January 5, 2009

Contact Person:

Sandi Andrews

Print Name

943-1234

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 1-5-09

Contact Person:

Sandi Andrews

Print Name

943-1234

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 _____