

# Williamson County

## Asset Status Change Form

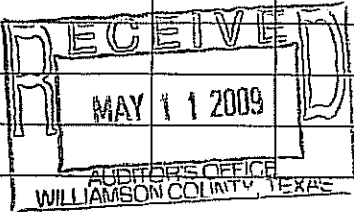
Print Form

**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)
2	Metal L-shaped workstations			working



**Parties involved:**

FROM (Transferor Department): Elections

Transferor - Elected Official/Department Head/

Authorized Staff: <u>Rick Barron</u> Print Name <u>[Signature]</u> Signature Date <u>5/8/09</u>	Contact Person: <u>Kay Proud</u> Print Name <u>943-1621</u> Phone Number
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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.) <u>Tammy McCulley</u> Print Name <u>Tammy McCulley</u> Signature Date <u>5/8/09</u>	Contact Person: <u>Tammy McCulley</u> Print Name <u>512-943-1455</u> Phone Number
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**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

Print Form

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

TRANSFER bet ween county departments  
 TRADE-IN for new assets of similar type for the county  
 DESTRUCTION due to Public Health / Safety  
 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	Canon Laser Class 8500 Fax Machine	S/N UFW03089	A1111387	Working
3	Canon FX4 Cartridge (for laser class) 8500, 9000, 9500 Series		N/A	Working <i>JKL</i>

**Parties involved:**

FROM (Transferor Department): Auditor's Office

Transferor - Elected Official/Department Head/ Authorized Staff:

Julie Kiley  
Print Name  
*Julie M. Kiley*  
Signature

Contact Person:  
Lisa Moore  
Print Name  
+1 (512) 943-1623  
Date Phone Number

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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

Contact Person:  
Print Name  
Date Phone Number

\* If the above asset(s) is (are) listed for sale at auction and no bids are made, the Purchasing Director may dispose of or donate this (these) asset(s). A list of the (these) asset(s) to be donated or disposed of will be sent to the Auditor's Office with a date of donation or disposal.

## 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 \_\_\_\_\_