

# 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)
per Melissa 85	chairs ( Adult Prob office; Justice Cntr annex- 2nd flr, Georgetown)			4 useable 1 bad
7	chairs (Adult Probation office; Taylor Annex, Taylor)			all useable
15	chairs (Trailer parked next to facilities- used by CSR Dir. D.Allman)			all useable
2	desks( trailer parked next to facilities - used by CSR Dir. D Allman)			both not useable

**Parties involved:****FROM** (Transferor Department): Adult Probation/CSCD**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Marty Griffith

Melissa Ramos/ Dennis Allman

Print Name

Print Name

Signature

Date Phone Number

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

Print Name

Print Name

Signature

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 \_\_\_\_\_

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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)
2	2 (4) drawer filing cabinets			

**Parties involved:****FROM** (Transferor Department): Auction**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Tammy McCuller  
Print Name

Tammy McCuller  
Print Name

Tammy McCuller  
Signature

6/29/09  
Date

943-1455  
Phone Number

**TO** (Transferee Department/Auction/Trade-in/Donor): CSCD**Transferee - Elected Official/Department Head/****Authorized Staff OR Donor - Representative:** (If being approved for Sale or Trade-in, no signature is necessary.)**Contact Person:**

Marty Griffith  
Kathy Blankenship  
Print Name

Kathy Blankenship  
Print Name

Marty Griffith  
Signature

June 25, 2009  
Date

943-3517  
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.

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 ☐ 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)
2	Gray metal 4 drawer filing cabinets			

### Parties involved:

FROM (Transferor Department): Auction

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

*Tammy McCulley*

Print Name

*Tammy McCulley*

Print Name

*Tammy McCulley*

Signature

6/26/09

Date

512-943-1455

Phone Number

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

Transferee - Elected Official/Department Head/

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

Contact Person:

*Marty Griffith*

Kathy Blankenship

Print Name

*Marty Griffith*

Signature

June 25, 2009

Date

Kathy Blankenship

Print Name

+1 (512) 943-3517

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.

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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#
56	White, 3 ring binders, most 3" D-ring	N/A	N/A

### Parties involved:

FROM (Transferor Department): JP 2

Transferor - Elected Official/Department Head/Authorized Staff: \_\_\_\_\_ Date 6/23/09

Edna Staudt  
Print

Edna Staudt  
Signature

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

If the above assets are listed for sale and no bids are made, the Purchasing Director may dispose of or donate these assets.

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

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print

Signature

### 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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If for Sale, the asset(s) was(were) delivered to warehouse on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

by \_\_\_\_\_