

# 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<br>(year, make, model, etc.)     | Manufacturer ID#<br>(serial, service tag, or VIN) | County<br>Tag# | Condition of Assets<br>(Working, Non-Working, Unknown) |
|----------|--|---|----------------|--|
| 1        | DELL COMPUTER HARD DRIVE                     | QF6PQ-FVKC8-6W4VT-M3TJ9-W684M                     | C00528         | Working  |
| 1        | DELL COMPUTER HARD DRIVE                     | F36XJ-QCCTV-F7227-DFPH7-2QWFY                     | C00354         | Working  |
| 3        | SETS (TOTAL OF 6) SPEAKERS - HARMAN / KARDON | N/A   | N/A            | Working  |
|          |  |   |                | Working  |
|          |  |   |                | Working  |

**Parties involved:****FROM** (Transferor Department): WILLIAMSON COUNTY CONSTABLE PCT. 3**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

THERESA LOCK

THERESA LOCK

Print Name

Print Name

Signature

Date 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

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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|----------|--|---|----------------|--|
| 1        | DELL KEYBOARD                            | RT7D50  | N/A            | Working  |
| 1        | DELL KEYBOARD                            | RT7D40  | N/A            | Working  |
| 1        | DELL KEYBOARD                            | RT7D30  | N/A            | Working  |
|          |  |   |                |  |
|          |  |   |                |  |

**Parties involved:****FROM** (Transferor Department): WILLIAMSON COUNTY CONSTABLE PCT. 3**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

THERESA LOCK

THERESA LOCK

Print Name

Print Name

Signature

Date

943-1436

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

Date

Phone Number

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|----------|--|---|----------------|--|
| 1        | DESK JET PRINTER (895CX1)                | SG8CD13156 - MODEL - C6410A                       | A111134        | Working  |
|          |  |   |                | Working  |
|          |  |   |                | Working  |
|          |  |   |                | Working  |
|          |  |   |                | Working  |

### Parties involved:

**FROM** (Transferor Department): WILLIAMSON COUNTY CONSTABLE PCT. 3

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

**Contact Person:**

THERESA LOCK

THERESA LOCK

Print Name

Print Name

Signature

Date

7-13-2009

943-1436  
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.)

**Contact Person:**

Print Name

Print Name

Signature

Date

Phone Number

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|----------|--|---|----------------|--|
| 1        | DESK JET PRINTER (6127)                  | MY3103C2YN - MODEL - C8959B                       | N/A            | Working  |
| 1        | DESK JET PRINTER (895 CX1)               | MY8CF193DN - MODEL - C6410A                       | A111136        | Working  |
| 1        | DESK JET PRINTER (6127)                  | MY49E3B0QG - MODEL - C8959B                       | 100177         | Working  |
| 1        | DESK JET PRINTER (5650)                  | MY36D1Q36R - MODEL - C6490A                       | N/A            | Working  |
| 1        | DESK JET PRINTER (950C)                  | MY04K150D1 - MODEL - C6428A                       | A111132        | Working  |

### Parties involved:

**FROM** (Transferor Department): WILLIAMSON COUNTY CONSTABLE PCT. 3

**Transferor - Elected Official/Department Head/**

**Authorized Staff:**

**Contact Person:**

THERESA LOCK

THERESA LOCK

Print Name

Print Name

Signature

Date

943-1436

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.)

**Contact Person:**

Print Name

Print Name

Signature

Date

Phone Number

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|----------|--|---|----------------|--|
| 1        | DELL MONITOR                             | MX-ORT280-74262-7A8-1C20 / MODEL - B1-111         | N/A            | Working  |
| 1        | DELL MONITOR                             | CN-0CC388-71618-68B-AB57 / MODEL - 1907FP         | N/A            | Working  |
|          |  |   |                | Working  |
|          |  |   |                | Working  |
|          |  |   |                | Working  |

**Parties involved:**
**FROM** (Transferor Department): WILLIAMSON COUNTY CONSTABLE PCT. 3

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

THERESA LOCK

Print Name

Signature

**Contact Person:**

THERESA LOCK

Print Name

943-1436

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.)

**Contact Person:**

Print Name

Print Name

Signature

Date Phone Number

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### Asset List:

| Quantity | Description<br>(year, make, model, etc.) | Manufacturer ID#<br>(serial, service tag, or VIN) | County<br>Tag# | Condition of Assets<br>(Working, Non-Working, Unknown) |
|----------|--|---|----------------|--|
| 1        | Blue freestanding wall divider           |   |                | Working  |
| 2        | Pink freestanding wall dividers          |   |                | Working  |
|          |  |   |                |  |
|          |  |   |                |  |
|          |  |   |                |  |

### Parties involved:

**FROM** (Transferor Department): Auction

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

Tammy McCulley

Print Name

*Tammy McCulley*

Signature

July 13, 2009

Date

**Contact Person:**

Tammy McCulley

Print Name

+1 (512) 943-1455

Phone Number

7/15/09

943-1601 x37015

**TO** (Transferee Department/Auction/Trade-in/Donor): Tax Assessor-Collector

**Transferee - Elected Official/Department Head/**

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

Kathryn Morehouse

Print Name

Signature

July 13, 2009

Date

**Contact Person:**

Kathryn Morehouse

Print Name

+1 (512) 943-7015

Phone Number

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

# TRANSFER of FIXED ASSET

Date: May 14, 2009

The following fixed asset(s) should be (check one):

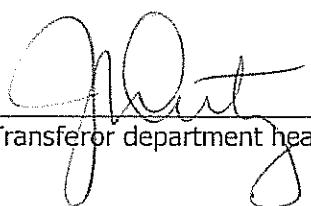
☐ Transferred to another department

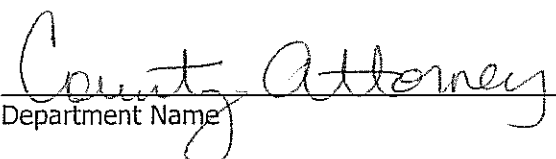
☒ Sold At Auction

| Quantity | Brief Description (model, serial number, asset tag number, etc) |
|----------|---|
| 1        | Microsoft Keyboard 5912300178420                                |
| 1        | Dell Monitor 216 - 82LH   |
| 1        | Dell Monitor M7815 168-A4ZN                                     |
| 1        | Dell Monitor D828L 84766A9VPV B7                                |
| 1        | Dell CPU L400C 4A270 C00141                                     |
| 1        | Dell Keyboard SK-1000REW 12710-961-6424                         |
| 1        | Microsoft Mouse 00244068  |
| 1        | Microsoft Mouse PN: XD4-72167                                   |
| 2        | Harmann/Kardon Speakers 17I-2303                                |
| 1        | Dell CPU 4100 00019-063-698-348 C00138                          |
| 1        | Dell Keyboard 38843-187-2699                                    |
| 1        | Olympus Shredder BM35.976-0019 69154.15506.A                    |
| 1        | Ativa Shredder DXD-1200 AX6071200706                            |
| 1        | GBC DocuBeid P300 PBP0017                                       |
| 1        | Red Chair - Broken Arm Rest                                     |
| 1        | Blue Chair - Broken Arm Rest                                    |

The transferor requests that this fixed asset be removed from the inventory for their office and either placed in the Transferee's office as of the date shown above, OR sold at auction as indicated by the choice above.

From:

  
Transferor department head or elected official

  
Department Name

To:

Transferee department head or elected official  
(not needed if being sold at auction)

Department Name

\*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.

# TRANSFER of FIXED ASSET

Date: May 14, 2009

The following fixed asset(s) should be (check one):

☐ Transferred to another department

☒ Sold At Auction

| Quantity | Brief Description (model, serial number, asset tag number, etc) |
|----------|---|
| 1        | Dell CPU 4600 0045-480-099-273 C00384                           |
| 1        | Dell Monitor 2B4-6HL3   |
| 2        | Dell Speakers 667-03DV  |
| 1        | Dell Keyboard 215-D778  |
| 1        | Dell Mouse  |
| 1        | HP Laserjet 4000 N USB B042475 I00397                           |
| 1        | Dell Monitor 42E-0864   |
| 2        | Dell Speakers Z439  |
| 1        | Dell Speaker Subwoofer 439-2901                                 |
| 1        | Dell CPU 4600 0045-480-099-272 C00271                           |
| 1        | Dell Keyboard 42H-01DH  |
| 1        | Dell Mouse  |
| 1        | Dell CPU GX280 0045-587-176-454 C00887                          |
| 2        | Harmon/Kardon Speakers 216-0620                                 |
| 1        | Dell CPU 4550 0045-424-839-692 C00127                           |
| 1        | Dell Keyboard 215-A709  |

The transferor requests that this fixed asset be removed from the inventory for their office and either placed in the Transferee's office as of the date shown above, OR sold at auction as indicated by the choice above.

From:

[Signature]  
Transferor department head or elected official

County Attorney  
Department Name

To:

Transferee department head or elected official  
(not needed if being sold at auction)

Department Name

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RECEIVED

JUN 29 2009

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**Asset List:**

| Quantity | Description<br>(year, make, model, etc.) | Manufacturer ID#<br>(serial, service tag, or VIN) | County<br>Tag# | Condition of Assets<br>(Working, Non-Working, Unknown) |
|----------|--|---|----------------|--|
| 1        | Dell Inspiron 1100 laptop                | 4ZJRV21   | C01565         | Working  |
|          |  |   |                |  |
|          |  |   |                |  |
|          |  |   |                |  |
|          |  |   |                |  |

**Parties involved:**

FROM (Transferor Department): Auction

 Transferor - Elected Official/Department Head/  
 Authorized Staff:

Contact Person:

Tammy McCulley

Tammy McCulley

Print Name

Print Name

Signature

Date

+1 (512) 943-1455

Phone Number

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

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

Contact Person:

Charly Skaggs

Charly Skaggs

Print Name

Print Name

Signature

June 26, 2009

Date

+1 (512) 943-3220

Phone Number

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**Asset List:**

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|----------|--|---|----------------|--|
| 1        | High back chair/blue/                    | n/a   |                | Non-Working  |
| 1        | Monitor                                  | CN-01K525-47803-2CG-LN9N                          |                | Non-Working  |
| 1        | Laptop Docking Station                   | n/a   |                | Working  |
| 1        | Flat screen monitor / docking            | n/a   |                | not working  |
| 1        | Brother MFC-4550; L                      | - none -  |                | working  |

**Parties involved:****FROM** (Transferor Department): Williamson County Parks & Recreation**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Print Name

Print Name

Signature

Date 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.)**Contact Person:**

Print Name

Print Name

Signature

Date Phone Number

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|----------|--|---|----------------|--|
| 5        | 3"white binders                          |   |                |  |
|          |  |   |                |  |
|          |  |   |                |  |
|          |  |   |                |  |
|          |  |   |                |  |

### Parties involved:

FROM (Transferor Department): Auction

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Tammy McCulley

Print Name

Tammy McCulley

Signature

7/10/09

Date

Tammy McCulley

Print Name

943-1455

Phone Number

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

Transferee - Elected Official/Department Head/

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

Contact Person:

Julie Kiley

Print Name

Julie M. Kiley

Signature

7/8/09

Date

Karen Knightstep

Print Name

943-1574

Phone Number

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|----------|---|---|----------------|--|
| 1        | Box of miscellaneous computer cables and surge protectors | N/A   | N/A            | Working  |
| 1        | Adding machine  | N/A   | N/A            | Unknown  |
| 1        | Package - Bookshelf 2000 software                         | N/A   | N/A            | Working  |
| 2        | Boxes of metal tags                                       | N/A   | N/A            | Working  |
|          |   |   |                | Working  |

**Parties involved:**

FROM (Transferor Department): Auditor

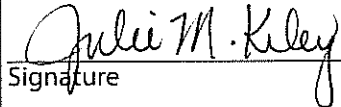
**Transferor - Elected Official/Department Head/  
Authorized Staff:**
**Contact Person:**

Julie Kiley

Stephanie McCandless

Print Name

Print Name



7/10/09

+1 (512) 943-1595

Signature

Date

Phone Number

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

**Transferee - Elected Official/Department Head/  
Authorized Staff OR Donee - Representative:** (If being  
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|----------|--|---|----------------|--|
| 9        | Wall mount memo boards - various sizes   | N/A   | N/A            | Working  |
| 2        | Computer monitor risers                  | N/A   | N/A            | Working  |
| 3        | Boxes - Wall pockets                     | N/A   | N/A            | Working  |
| 4        | Keyboard drawers                         | N/A   | N/A            | Working  |
| 4        | Wall clocks                              | N/A   | N/A            | Working  |

### Parties involved:

FROM (Transferor Department): Auditor

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Julie Kiley

Print Name

*Julie M. Kiley*

Signature

7/10/09

Date

Stephanie McCandless

Print Name

+1 (512) 943-1595

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.)

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 \_\_\_\_\_