

# 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)
6	Office Chairs			Working

**Parties involved:**
**FROM** (Transferor Department): Extension Services

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

Donna Colburn

Print Name



Signature

**Contact Person:**

Donna Colburn

Print Name

+1 (512) 943-3395

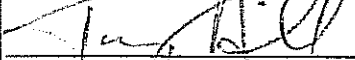
Date Phone Number

**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.)

Tony Hill

Print Name



Signature

August 17, 2009

Date

**Contact Person:**

Tony Hill

Print Name

+1 (512) 943-3314

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 \_\_\_\_\_

# Williamson County

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 ☐ 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	High back chair			working

### Parties involved:

FROM (Transferor Department): Auction

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Print Name

Print Name

Signature

Date Phone Number

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

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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 ☐ 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	Hewlett Packard Color Laser Jet C7086A	Ser#JPNCA23240	100100	Non-Working
1	HP Color Inkjet printer CP1700	Ser#SG1AR210GP	100099	Non-Working

### Parties involved:

**FROM** (Transferor Department): Unified Road System

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

Greg Bergeron

Print Name



Signature

**Contact Person:**

Lydia Linden

Print Name

+1 (512) 943-3330

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

\* 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

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



# Williamson County Vehicle Status Change Form

## Identify Vehicle:

1FDWF36P55EB32076	EMS - 0540	8504
Vehicle Identification Number	Department	Door Number
895-144	2005 Ford	F350
License Plate Number	Year Make	Model Color

## Reason for Status Change:

☐ Accident

### Attach:

1. A Damage to County Property Incident Report
2. The Official Accident Report
3. A Vehicle Insurance / Litigation Release Form

☐ High Mileage: List actual mileage 74488

☐ Not mechanically sound

☒ Other: Explain Remount Ambulance Box

## Method of Status Change: This vehicle is to be considered for: (Select one)

☐ **SALVAGE** for parts / **SALE** at the earliest auction based on Fleet's recommendation

☐ **TRANSFER** between county departments \*\*

☒ **TRADE-IN** for new assets of same general type for the county

☒ **OTHER** Approved in budget for remount

☐ **SALE** to a government entity / civil or charitable organization in the county at fair market value

## Elected Official/Department Head/Authorized Staff

Print Kenny Schnell Signature [Signature] Date August 20, 2009

\*\* Complete this section ONLY if method of Status Change is "TRANSFER between county departments"

TO: (transferee department):

Transferee - Elected Official/Department Head/  
Authorized Staff OR Donee - Representative:

Contact Person

Print Name

Print Name

Signature

Date

Phone Number

## Forward to Fleet Services Manager - Mike Fox

### For Fleet Services Use Only

☐ Vehicle Marked for Auction and moved to Auction Yard

☒ Forward forms and reports to County Auditor's Office

Print Mike Fox Signature [Signature] Date 8-25-09