

Print Form

# 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 of similar type for the county  
 SALE at the earliest auction \*                     
  DONATION to a non-county entity                     
  DESTRUCTION due to Public Health / Safety

**Asset List:**

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working, Unknown)
* 1,773	Blue Inmate Canvas Shoes	N/A	N/A	Non-Working
* 13	White inmate Rubber Kitchen Boots	N/A	N/A	Non-Working
* 158	Inmate Gray Blankets	N/A	N/A	Non-Working
* 263	Inmate Mattress Covers	N/A	N/A	Non-Working
* 2	Kitchen Office Chairs	N/A	N/A	Non-Working

**Parties involved:**

**FROM** (Transferor Department): SO Corrections

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

L.C. Marshall                      **Contact Person:** Kathleen Pokluda

Print Name                                      Print Name

[Signature]                                      x1407

Signature                                      Date      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.)

\_\_\_\_\_                      **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 \_\_\_\_\_

\* See attachment \*



**MEMORANDUM**  
**Williamson County Sheriff's Office**  
***Corrections Bureau***

To: Kathleen Pokluda, Captain  
From: Chris Watts, Lieutenant  
Date: 08-26-2009  
Re: Justification for Destruction of Asset Items

Item#1

Blue Inmate Canvas Shoes – 1773 shoes:

The shoes are ripped, torn and stretched with missing rubber soles. They can no longer be used and are not serviceable.

Item#2

White Rubber Boots worn by inmates in the Kitchen – 13 pair

These boots are worn by the inmates who work in the kitchen. They have holes in the soles and are not serviceable.

Item#3

Inmate Gray Blankets – 158 blankets

These blankets were issued to our inmates when housed in the facility. They are all torn, have holes and are not serviceable

Item#4

Mattress Covers – 263

Mattress covers have been ripped or torn and are no longer serviceable.

Item#5

~~Office Chairs – 2~~

~~These chairs came from the Aramark office in the jail kitchen. One has a missing wheel and the back is broken; the other has two missing wheels and the hydraulics do not work. Both are not serviceable.~~

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  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)
7	Body armor carriers (worn,dirty,faulty straps)	no id #	no tag #	Non-Working
1	pair DUTY PANTS (worn,faded,stained,torn)	no id #	no tag #	Non-Working
1	pair DUTY motors PANTS (worn,faded,stained,torn)	no id #	no tag #	Non-Working
1	pair BDU PANTS (worn,faded,stained,torn)	no id #	no tag #	Non-Working
	all insignias have been removed-unsuitable for reissue			

**Parties involved:**

**FROM** (Transferor Department): 560 - LAW ENFORCEMENT INVENTORY

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

L.C. Marshall  
 Print Name

*L.C. Marshall*  
 Signature

August 31, 2009  
 Date

**Contact Person:**

PATRICIA AMISON 8.31.09 PAGE 1 OF 2  
 Print Name

+1 (512) 943-1349  
 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.)

Print Name

Signature

**Contact Person:**

Print Name

Date Phone Number

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

sent 09/08/09

# Williamson County

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  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)
1	Polo shirts (worn, torn, faded, stained)	no id #	no tag #	Non-Working
1	Baton holder (faulty belt loop holder)	no id #	no tag #	Non-Working
13	Class B short sleeve shirts (stained, torn, used)	no id #	no tag #	Non-Working
all insignias have been removed-unsuitable for reissue				

**Parties involved:**

**FROM** (Transferor Department): 560 - LAW ENFORCEMENT INVENTORY

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

L.C. Marshall  
 Print Name

*L.C. Marshall*  
 Signature

August 31, 2009  
 Date

**Contact Person:**

PATRICIA AMISON 8.31.09    PAGE 2 OF 2  
 Print Name

+1 (512) 943-1349  
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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.)

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  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)
1	Computer Speakers	Harman/Kardon		Working
1	Docking Station	Dell		Working
1	Keyboard/Mouse	Dell		Working
2	Power Cords	Dell		Working
1	Projector	Dell/ 2300MP	00926wcco	Non-Working

**Parties involved:**

**FROM** (Transferor Department): 560 Law Enforcement - Lett Training

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

Fred Thomas, Captain LC Marshall      **Contact Person:** LT Carmona

Print Name      Print Name

[Signature]      [Signature]      943-1326

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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TRANSFER bet ween county departments     TRADE-IN for new assets of similar type for the county

SALE at the earliest auction\*                       DONATION to a non-county entity

DESTRUCTION due to Public Health / Safety

**Asset List:**

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Sep2002 ABA XT2-2 body armor EXPIRED:9/2007	b/c:none, BK:02061068-A FT:02061067-A	N/A	Non-Working
1	Feb2004 ABA XT2-2 body armor EXPIRED:2/2009	b/c:none, BK:04012102 FT:04012101	N/A	Non-Working
1	Mar2002 PointBlank TEH5D1F body armor EXPIRED:3/2007	b/c:02137,BK:0400923110 FT:0400923111	N/A	Non-Working
1	Aug1999 Fragmentation Protective Vest body armor EXP:8/2004	b/c:none, STOCK NO:8470-01-092-8499	N/A	Non-Working
PG 1 OF 2				

**Parties involved:**

**FROM** (Transferor Department): 560 - LAW ENFORCEMENT INVENTORY

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

**Authorized Staff:**

**Contact Person:**

L.C. Marshall

PATRICIA AMISON 8.31.09

Print Name

Print Name

*L.C. Marshall*

August 31, 2009

+1 (512) 943-1349

Signature

Date

Phone Number

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

**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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  DESTRUCTION due to Public Health / Safety

**Asset List:**

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Mar2004 ABA XT2-2 body armor EXPIRED:3/2009	b/c:02110, BK:04026778 FT:04026777	N/A	Non-Working
1	Mar2004 ABA XT2-2 body armor EXPIRED:3/2009	b/c:01442, BK:04026774 FT:04026779	N/A	Non-Working
1	Jan1995 ABA 600 body armor EXPIRED:1/2000	b/c:none, BK:N-9502638-A FT:N-9502638-A	N/A	Non-Working
1	Mar2004 ABA XT2-2 body armor EXPIRED:3/2009	b/c:02138, BK:04026786 FT:04026785	N/A	Non-Working
1	Jan2002 ABA XT2-2 body armor EXPIRED:1/2007	b/c:none, BK:not visible FT:02055201-A	N/A	Non-Working

**Parties involved:**

**FROM** (Transferor Department): 560 - LAW ENFORCEMENT INVENTORY

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

L.C. Marshall  
 Print Name

*L.C. Marshall*  
 Signature

August 31, 2009  
 Date

**Contact Person:**

PATRICIA AMISON 8.31.09 page 2 of 2  
 Print Name

+1 (512) 943-1349  
 Phone Number

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

**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

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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)
1	METAL SHELFING UNIT	N/A	N/A	Working

**Parties involved:**

**FROM** (Transferor Department): CONSTABLE'S OFFICE PCT. 3

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

THERESA LOCK  
 Print Name  
  
 Signature

September 4, 2009  
 Date

**Contact Person:**

THERESA LOCK  
 Print Name  
 +1 (512) 943-1436  
 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.)

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Contact Person:**

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Phone Number

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On April 17, 2009, a robbery took place at Berry Springs Park. The police department was able to recover a camera and an electric battery charger. The items on the following seven pages were stolen and not recovered. These items need to be removed as Williamson County assets.

sent 09/08/09

# Williamson County Asset Status Change Form

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 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)
1	Echo Chainsaw (small)	model # CS-330T, serial # 09004358		
1	Echo Grass Trimmer/Brush Cutter	model # SRM-261T, serial # 06025500		
1	Echo Grass Trimmer/Brush Cutter	model # SRM-261T, serial # 06024650		
1	Echo Grass Trimmer/Brush Cutter	model # SRM-261T, serial # 05011684		
1	Echo Power Pruner	model # PPT-260, serial # 03007619		

### Parties involved:

**FROM** (Transferor Department): Parks - 510

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

**Authorized Staff:**

Jim Rodgers

Print Name



Signature

**Contact Person:**

Herlinda Coria

Print Name

260-4283

Date 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.)

**Contact Person:**

Print Name

Print Name

Signature

Date Phone Number

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sent 09/08/09

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TRANSFER bet ween county departments     TRADE-IN for new assets of similar type for the county

SALE at the earliest auction \*                       DONATION to a non-county entity                       DESTRUCTION due to Public Health / Safety

**Asset List:**

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Echo Power Blower Hand Held	Model # PB251 or 230LN, serial # 06011605		
1	Echo Power Blower Back Pack	Model # PB651-H, serial # 06007873		
1	Stihl Chain Saw (large)	model # MS 260, serial # 264538		
1	Tsurumi Trash Pump	model # EPT3-50HA, serial # TAI A 12593		
1	Central Machinery 4 ton electric log splitter	serial # 121, item # 93815		

**Parties involved:**

**FROM** (Transferor Department): Parks - 510

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

Jim Rodgers

Print Name



Signature

**Contact Person:**

Herlinda Coria

Print Name

260-4283

Date 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.)

Print Name

Print Name

Signature

Date Phone Number

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Sent 09/03/09

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 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)
1	Maul (axe and sledge hammer)			
1	2 gallon gas container for mixed gas			
2	bolt cutters			
1	extension manual polesaws			
1	T-Post Banger			

**Parties involved:**

**FROM** (Transferor Department): Parks - 510

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

Jim Rodgers

Print Name

*Jim Rodgers*  
Signature

**Contact Person:**

Herlinda Coria

Print Name

260-4283

Date Phone Number

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

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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)
1	103 piece tool set			
1	Dewalt sawzall and battery			
2	Dewalt battery chargers			
1	3/8" drive socket set 10 pieces			
1	Dremel Mdl. 770 cordless tool kit, charger, & bag			

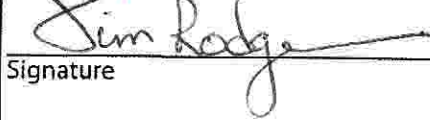
### Parties involved:

FROM (Transferor Department): Parks - 510

Transferor - Elected Official/Department Head/  
Authorized Staff:

Jim Rodgers

Print Name



Signature

Contact Person:

Herlinda Coria

Print Name

260-4283

Date Phone Number

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

Transferee - Elected Official/Department Head/  
Authorized Staff OR Donee - Representative: (If being  
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260 07/08/09

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 TRANSFER bet ween county departments  TRADE-IN for new assets of similar type for the county  
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**Asset List:**

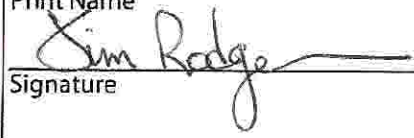
Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Dewall 3/8" VSR drill	model # D21008		
1	Milwaulkee 7" grinder			
2	Ryobi 18 V Battery	model P100, serial # BD0639		
1	Ryobi 1/2" 18V cordless drill	model # 201, serial # BD063933503		
1	Ryobi 18V cordless wet/dry vacuum	model # 710, serial # BD063942726		

**Parties involved:**

**FROM** (Transferor Department): Parks - 510

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

Jim Rodgers  
Print Name

  
Signature

**Contact Person:**

Herlinda Coria  
Print Name

260-4283  
Date 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.)

Print Name

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Sen 09/03/09

# Williamson County Asset Status Change Form

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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)
1	Ryobi 18V cordless 5 1/2" circular saw	model # P501, serial # BD063954502		
1	Ryobi 18V cordless work light	model # P700, serial # BD063916088		
1	Ryobi cordless reciprocating saw	model # P510, serial # BD063972381		
1	Ryobi battery charger	model # P110, serial # BD0639		
1	1 1/2" drive socket set with ratchet and breaker bar			

### Parties involved:

**FROM** (Transferor Department): Parks - 510

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

Jim Rodgers  
Print Name

  
Signature

**Contact Person:**

Herlinda Coria  
Print Name

260-4283  
Date 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.)

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 \_\_\_\_\_

# Williamson County Asset Status Change Form

Print Form

**The following asset(s) is(are) considered for: (select one)**  removal due to theft at Berry Springs Park  
 TRANSFER bet ween county departments     TRADE-IN for new assets of similar type for the county  
 SALE at the earliest auction \*                       DONATION to a non-county entity                       DESTRUCTION due to Public Health / Safety

**Asset List:**

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	open box end wrench set SAE & metric, 22 pcs			
1	Generak Red Generator, 14HP	model # 01470, serial # 1460015		

**Parties involved:**


**FROM** (Transferor Department): Parks - 510

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

**Contact Person:**

Jim Rodgers  
Print Name

Herlinda Coria  
Print Name

  
Signature

260-4283  
Date 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.)

**Contact Person:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Phone Number

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



*faxed copy*

# 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
- SALE at the earliest auction \*
- DONATION to a non-county entity
- DESTRUCTION due to Public Health / Safety

**Asset List:**

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Red high-back rolling chair w/arms			Working
2	Small medlum brown desks			Working

**Parties involved:**

FROM (Transferor Department): Auction

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

*Tony Hill*

*Tony Hill*

Print Name

Print Name

*[Signature]*

September 3, 2009

+1 (512) 943-3314

Signature

Date Phone Number

TO (Transferee Department/Auction/Trade-in/Donee): Constable Pct 1

Transferee - Elected Official/Department Head/

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

Contact Person:

Robert Chody

Robert Chody

Print Name

Print Name

*Rob Chody*

September 3, 2009

+1 (512) 248-3239

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 \_\_\_\_\_

# Williamson County Asset Status Change Form

Print Form

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

- TRANSFER between 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)
1	Brown 8 ft. folding table		A109768	Working

**Parties involved:**

**FROM** (Transferor Department): Auction

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

**Authorized Staff:**

Tammy McCulley  
Print Name

Tammy McCulley  
Signature

**Contact Person:**

Tammy McCulley  
Print Name

September 3, 2009  
Date    +1 (512) 943-3314  
Phone Number

**TO** (Transferee Department/Auction/Trade-in/Donee): Information Technology Services

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

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

Tammy McCulley  
Print Name

Tammy McCulley  
Signature

**Contact Person:**

Tammy McCulley  
Print Name

September 3, 2009  
Date    +1 (512) 943-1455  
Phone Number

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

Sent 09/08/09

# 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)
1	Large brown wood desk			Working

**Parties involved:**

**FROM** (Transferor Department): Constable Pct 1

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

Robert Chody  
 Print Name  
  
 Signature

September 3, 2009  
 Date

**Contact Person:**

Robert Chody  
 Print Name  
 +1 (512) 248-3239  
 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.)

September 3, 2009  
 Date

**Contact Person:**

+1 (512) 943-3314  
 Phone Number

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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 \_\_\_\_\_

Sent 09/08/09

# 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)
1	Panasonic KX FP121 Fax Machine	9HCFA175519		Non-Working

**Parties involved:**

**FROM** (Transferor Department): County Clerk

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

Nancy E. Rister  
Print Name

*Nancy E. Rister*  
Signature

9-1-09  
Date

**Contact Person:**

Marilyn Cavender  
Print Name

+1 (512) 943-1549  
Phone Number

RECEIVED  
SEP - 3 2009  
AUDITOR'S OFFICE  
WILLIAMSON COUNTY, TEXAS

**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 \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_

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