

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:

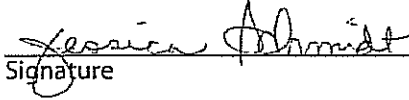
Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	BROTHER LAMINATOR - MODEL LX-1200	*U52639-G2J167435*	N/A	Non-Working
1	BROTHER TYPEWRITER - MODEL EM-605	A23390161	N/A	Working

Parties involved:
FROM (Transferor Department): JP 4

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

JESSICA SCHMIDT

Print Name



Signature

Contact Person:

JESSICA SCHMIDT

Print Name

+1 (512) 352-4159

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

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	2002 TROY MICR 4100 EX PRINTER	S#USLNH01348	1193	Working
1	HON OFFICE CHAIR	HON	NONE	Non-Working

Parties involved:

FROM (Transferor Department): COUNTY AUDITOR

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

JULIE M KILEY

Print Name

Signature

Contact Person:

KAREN KNIGHTSTEP

Print Name

+1 (512) 943-1500

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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Print Name

Signature

Contact Person:

Print Name

Phone Number

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1	VICTOR 1560A CALCULATOR	RO19201605	N/A	Working
1	VICTOR 1530-4 CALCULATOR	054405127	N/A	Working
1	FUJITSU FI-5120-C SCANNER	008175	000068	Working
1	HP LASERJET PRINTER 4100N	USBNG29191	100220	Working

Parties involved:

FROM (Transferor Department): JP 4

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

JESSICA SCHMIDT

JESSICA SCHMIDT

Print Name

Print Name

Signature

Date +1 (512) 352-4159

Phone Number

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