

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	GBC Shredmaster - 5260X	PR12730	37579	Non-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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- ☐ 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)
75	Mattress	N/A		Non-Working
120	Towels	N/A		Non-Working
45	Gray Blankets	N/A		Non-Working
10	White Blankets	N/A		Non-Working
25	Mattress Covers	N/A		Non-Working

Parties involved:

FROM (Transferor Department): Corrections - 570

Transferor - Elected Official/Department Head/

Authorized Staff:

Richard Elliott

Print Name

Signature

Contact Person:

Kathleen Pokluda

Print Name

943-1407

Phone Number

11-13-09 Date

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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MEMORANDUM

Williamson County Sheriff's Office *Corrections*

TO: Captain K. Pokluda

FROM: Lt. Chris Watts

DATE: 11/2/2009

SUBJECT: Mattress, Mattress Covers, Gray Blankets, White Blankets and Towels

Item#1

Inmate Mattress (75)

The mattresses have been ripped and the stuffing has been taken out. We cannot sew them or re stuff them

Item #2

Inmate Mattress Covers (25)

The mattress covers are issued to the inmates to place over their mattress when they sleep on them. These mattress covers have been ripped or torn to the point we can no longer service them and use them again.

Item#3

Inmate Gray Blankets (45)

These blankets are issued to the inmates when they are housed in our facility. These blankets have holes and have been ripped and torn completely apart; these are unserviceable.

Item#4

Inmate White Blankets (10)

These blankets are issued to the inmates when they are housed in our facility. These blankets have holes and have been ripped and torn completely apart; these are unserviceable.

Item#5

Inmate Towels

These towels are issued to the inmates when they are housed in our facility, the towels have been torn and are unserviceable

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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	Fellowes Powershred C-220 Shredder	CRC 38221, EP 97118259		Working

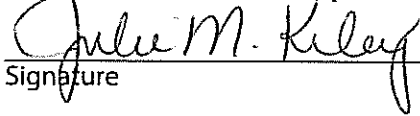
Parties involved:
FROM (Transferor Department): County Auditor (495)
Transferor - Elected Official/Department Head/
Authorized Staff:
Contact Person:

Julie Kiley

Karen Knightstep

Print Name

Print Name



943-1574

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

* 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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☐ **SALE** at the earliest auction
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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)
7	Shelves			Working

Parties involved:

FROM (Transferor Department): ITS

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

Jay Schade

Print Name

J Schade

Signature

Date 11/19/09

Contact Person:

Rory Tierney

Print Name

943-1457

Phone Number

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

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

NANCY RISTER

Print Name

Nancy Rister

Signature

Date 11-23-09

Contact Person:

Print Name

Phone Number

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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