



# Williamson County Vehicle Status Change Form

To be completed by **department** releasing vehicle:

1) Identify Vehicle:		Veteran Services		VB0305	
1FMZU62K43ZA39540		Department		Door Number	
Vehicle Identification Number					
843 547	2003	Ford	Explorer	White	
License Plate Number	Year	Make	Model	Color	
2) Reason for Status Change:					
<input type="checkbox"/> Accident					
Attach:					
1. A Damage to County Property Incident Report					
2. The Official Accident Report					
3. A Vehicle Insurance / Litigation Release Form					
<input type="checkbox"/> High Mileage: List actual mileage 83,240					
<input type="checkbox"/> Not mechanically sound					
<input checked="" type="checkbox"/> Other: Explain Return to County in lieu of mileage allowance					
Two (2) sets of keys sent w/ TRF.					
3) Elected Official/Department Head/Authorized Staff					
Print Donna Harrell		Signature Donna Harrell		Date 12-1-09	

To be completed by **Fleet**: Forward to Fleet Services Manager - Mike Fox

1) Method of Status Change: This vehicle is to be considered for: (Select one)	
<input type="radio"/> SALVAGE for parts / SALE at the earliest auction based on Fleet's recommendation	<input checked="" type="radio"/> TRANSFER between county departments
<input type="radio"/> TRADE-IN for new assets of same general type for the county	Comments: Fleet Pool Vehicle
<input type="radio"/> SALE to a government entity / civil or charitable organization in the county at fair market value	Receiving Department: Fleet Services
<input type="radio"/> OTHER	Elected Official/Department Head/Authorized Staff or Donee - Representative:
	Print Name: Mike Fox III
	Signature and Date: [Signature]
	Contact name and Number:
2) <input type="checkbox"/> Vehicle Marked for Auction and moved to Auction Yard	
<input checked="" type="checkbox"/> Forward forms and reports to County Auditor's Office	
Print Mike Fox III	Signature [Signature] Date 12-2-09

# 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

☒ 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)
	2nd page lists items for auction			
	all insignias have been removed - unsuitable for reissue			

**Parties involved:**

FROM (Transferor Department): 560 Law Enforcement Inventory

 Transferor - Elected Official/Department Head/  
Authorized Staff:

Contact Person:

L.C. Marshall

Patricia Amison

DEC 01 2009

Print Name

Print Name

Signature

Date

+1 (512) 943-1349

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 \_\_\_\_\_

Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID # (serial, service tag, or VIN)	County Tag#	Condition of Assets (working, non-working, unk)
1	carrier only for bullet proof vest (velcro not working)	no id	no tag	non-working
8	pr BDU pants (worn out, faded, missing buttons)	no id	no tag	non-working
1	soft case for AR only, black (broken zipper, damaged, replaced)	no id	no tag	non-working
1	rain coat, reversible, black/yellow (used, replaced, buttons not working)	no id	no tag	non-working
6	mags/clips for AR (broken, damaged, disassembled)	no id	no tag	non-working
2	pr Class A pants (torn)	no id	no tag	non-working
2	winter coats (dirty, worn, faded)	no id	no tag	non-working
7	Class B s/s shirts (torn, stained, broken zipper)	no id	no tag	non-working
5	Class A l/s shirts (stained, faded, broken zipper, missing buttons)	no id	no tag	non-working

# Williamson County

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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)
1	GBC 1656S Shredmaster Shredder with stand (will only shred one page at a time....)	sn GA03853		Working

### Parties involved:

FROM (Transferor Department): County Clerk

Transferor - Elected Official/Department Head/

Authorized Staff:

Nancy E. Rister

Print Name

*Nancy E. Rister*  
Signature

December 2, 2009

Date

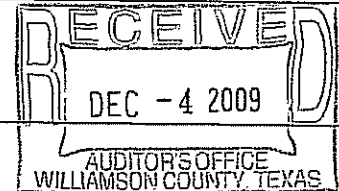
Contact Person:

Marilyn Cavender

Print Name

+1 (512) 943-1549

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.

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

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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	Dell Dimension 4700 computer	837P761	C00668	Working
1	Dell Dimension 4700 computer	JZH0761	C00669	Working
1	HP Laserjet 3330	CNBSB08576 (HP9143A)	C9143A	Unknown

### Parties involved:

**FROM** (Transferor Department): County Court #3

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

Don Higginbotham

Print Name

*Don Higginbotham*

Signature

*Don Higginbotham*

December 3, 2009

+1 (512) 943-1160

Date Phone Number

**Contact Person:**

Sharon McGuyer

Print Name

**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.)

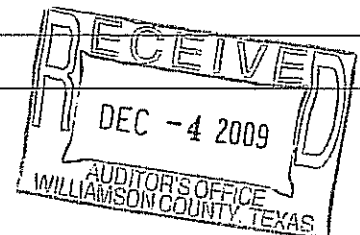
**Contact Person:**

Print Name

Print Name

Signature

Date Phone Number



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 ☐ 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	Stove, Whirlpool, RF365PXW2	FD1931908		Working

### Parties involved:

**FROM** (Transferor Department): Facilities Maintenance

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

Joseph Latteo

Print Name

Signature

**Contact Person:**

James Whetston

Print Name

943-1599

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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### Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	PTAC 09B-208 (Through the wall HVAC unit)	20463807 17725		Working
1	PTAC 09B-208 (Through the wall HVAC unit)	20463807 17882		Non-Working
1	PTAC 09B-208 (Through the wall HVAC unit)	20443703 01140		Working

### Parties Involved:

FROM (Transferor Department): Facilities Maintenance

Transferor - Elected Official/Department Head/  
Authorized Staff:

Joseph Latteo

Print Name

Signature

Contact Person:

James Whetston

Print Name

943-1599

Date Phone Number

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

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