

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

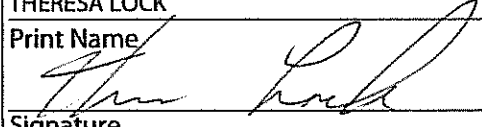
**Asset List:**

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	TABLE MOUNT KEYBOARD SWIVEL TRAY		N/A	Working
1	COMPACT FLASH CORD - LPT1 PORT		N/A	Working
1				Working
				Working
				Working

**Parties involved:**

**FROM** (Transferor Department): CONSTABLE PCT. 3

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

THERESA LOCK  
 Print Name  
  
 Signature

Contact Person:  
 THERESA LOCK  
 Print Name  
 January 13, 2010  
 Date  
 +1 (512) 943-1436  
 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

\_\_\_\_\_  
 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 \_\_\_\_\_

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Print Form

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TRANSFER bet ween county departments   
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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)
1	PRINTER ATTACHMENT - MODEL # C8955A	MY2611N197	N/A	Working
1	PRINTER ATTACHMENT - MODEL # C8955A	MY4811N1WB	N/A	Working
1	PRINTER ATTACHMENT - MODEL # C8955A	MY4811N1XK	N/A	Working
3	FILE CABINET BRACKETS	N/A	N/A	Working
1	DESK TOP ROLLING TOWNER HOLDER	N/A	N/A	Working

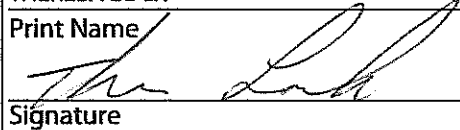
**Parties involved:**

**FROM** (Transferor Department): CONSTABLE PCT. 3

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

THERESA LOCK

Print Name



Signature

January 13, 2010

Date

**Contact Person:**

THERESA LOCK

Print Name

+1 (512) 943-1436

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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