

# Williamson County

## Asset Status Change Form

Print Form

The following asset(s) is(are) considered for: (select one) ☒ Removal from the Oracle system due to theft  
☐ 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	Dell Latitude XFR D360 Laptop	1MZ8WH1	C02182	
1	Dell Latitude XFR D360 Laptop	GLZ8WH1	C02187	

**Parties involved:**

FROM (Transferor Department): 560-Sheriff's Office

Transferor - Elected Official/Department Head/  
Authorized Staff:

Contact Person:

Richard BLAKE, Capt

Ruby Jurells

Print Name

Print Name

Signature

943-1449

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 \_\_\_\_\_

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

- ☒ ITEM STOLEN  
☐ 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	2005 Dell Inspiron 8600 Laptop	12CLR61/C622 - Asset #40691		
	PLEASE REMOVE FROM JP 4 INVENTORY			
	STOLEN 1/27/2009 & REPORTED IMMEDIATELY			
	PLEASE SEE ATTACHMENTS			

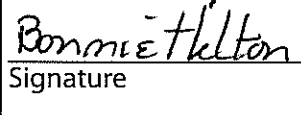
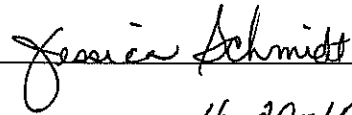
**Parties involved:****FROM** (Transferor Department): JP 4**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Bonnie Hilton/Jessica Schmidt

Bonnie Hilton/Jessica Schmidt

Print Name

Print Name

+1 (512) 352-2161

Signature

Date Phone Number

4-20-10

**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.

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