

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
 ☐ 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	Blue office chair	n/a		unknown
1	Blue office chair	n/a		broken wheel

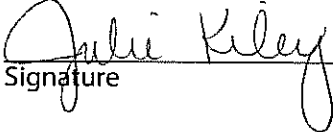
Parties involved:**FROM** (Transferor Department): County Auditor**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Julie Kiley

Michelle McMinn

Print Name

Print Name



+1 (512) 943-1562

Signature

Date 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 _____

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10	Task Chairs	n/a	n/a	Working
2	Stool	n/a	n/a	Working
18	Chairs	n/a	n/a	Working

Parties involved:

FROM (Transferor Department): Williamson County Tax Assessor-Collector

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Deborah M. Hunt

KATHRYN MOREHOUSE

Print Name

Print Name

Deborah M. Hunt

May 20, 2010 943-1601

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

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Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	HON Wood Desk Credenza	no tag		Working
				Non-Working

Parties involved:

FROM (Transferor Department): County Judge

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Judge Gattis

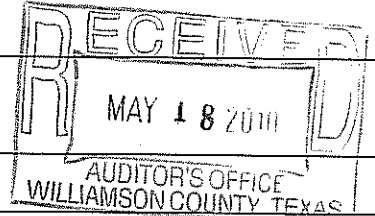
Print Name

Print Name

Signature

Date Phone Number

05-17-2010



TO (Transferee Department/Auction/Trade-in/Donee): Auditor

Transferee - Elected Official/Department Head/

Authorized Staff OR Donee - Representative: (If being approved for Sale or Trade-in, no signature is necessary.)

Contact Person:

Julie Kiley

Print Name

Print Name

Signature

Date Phone Number

5-19-10

+1 (512) 943-1552

* 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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