

# 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)
	* Please see attached	list		

**Parties involved:****FROM** (Transferor Department):

Q.P.#1 (451)

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

Print Name

Print Name

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 \_\_\_\_\_

3 blue chairs  
20 green chairs  
12 wooden chairs  
7 white chairs  
4 tan chairs  
17 red chairs  
26 black chairs  
3 ~~file cabinets~~ storage cabinets  
2 book cases  
10 brown wooden desks  
6 tables  
1 printer stand  
1 IBM Wheelwriter 5 typewriter, serial # unknown  
3 Lathem time clocks  
    serial #s U-105148  
        U-105149  
        U-106272  
2 Garrett metal detectors  
    Serial #s 97095685  
        97095983

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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)
32	Through the wall A/C units, Model PTAC09B-208	See Attached Serial Number List		Working

**Parties involved:****FROM** (Transferor Department): Building Maintenance**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**Joseph Latteo

Print Name

James Whetston

Print Name

Signature

Date

Phone Number

6-2-2010 512-943-1599**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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Pallet #	Serial No.	Pallet #	Serial No.
1	2044370301139	3	2044500303521
	2045040304153		2044500303741
	2046380717911		2046380717887
	2044520303930		2045040304149
	2046380717702		2045430309205
	2045040304156		2045040304138
	2045430308730		2045040304150
	2045040304158		2045430309145
2	2045043034142	4	2046380717885
	2044500303211		2045430309208
	2044520303980		2044500303790
	2045040304147		2044500303674
	2044500303502		2046380717703
	2046380717952		2045040304154
	2045400303794		2044500303769
	2045430308732		2044500303783

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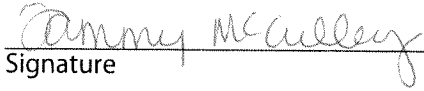
**Asset List:**

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Dell PowerEdge 2650 server	J6LTP51		Non-Working

**Parties involved:****FROM** (Transferor Department): Technology Services
**Transferor - Elected Official/Department Head/  
Authorized Staff:**

Tammy McCulley

Print Name



Signature

June 2, 2010

Date

**Contact Person:**

Tammy McCulley

Print Name

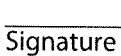
+1 (512) 943-1455

Phone Number

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

Tony Hill

Print Name



Signature

June 2, 2010

Date

**Contact Person:**

Tony Hill

Print Name

+1 (512) 943-3314

Phone Number

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## 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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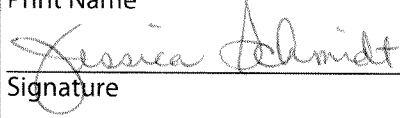
**Asset List:**

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Metal Ash Tray/Trash Can	None	None	
1	Metal Stand and Sign	None	None	
1	Hon Chair	MOH6GY (Model 7901 AQ)	None	Non-Working
1	Hon Chair	MJH6GY (Model 7901 AQ)	None	Working
1	Hon Chair	36EY7A	None	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

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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	Dell Inspiron 8600 with docking station, keyboard and mouse	Service Tag: J483F51	C00344	Working

**Parties involved:**
**FROM** (Transferor Department): Commissioner Precinct 3 (0213)

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

Terri Countess

Terri Countess

Print Name

Print Name



June 7, 2010

+1 (512) 943-3370

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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**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 Dimension 4550, keyboard and mouse	Serial #: C117F21	C00358	Working
1	Dell Monitor	No tags	No Tags	Working

**Parties involved:****FROM** (Transferor Department): Commissioner Precinct 3 (0213)**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Rachel Rull

Rachel Rull

Print Name

Print Name

Signature

June 7, 2010

+1 (512) 943-3370

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

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



# Williamson County

## Asset Status Change Form

The following asset(s) is(are) to be considered for: (Select one)

- ☐ **TRANSFER** between county departments      ☐ **TRADE-IN** for new assets for the county  
☒ **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#
4	blue armless rolling chair		working
2	grey armless rolling chair		working
1	black armless rolling chair		non-working
1	brown metal armless rolling chair		working

### Parties involved:

**FROM** (Transferor Department): 492 Elections Dept

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

Print Name

Signature

Date

**Contact Person:**

Print Name  
943-1630

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.)

Print Name

Signature

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**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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by \_\_\_\_\_

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☒ 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	Bookcase			GOOD
1	Lateral file cabinet			GOOD
1	Small black file cabinet			GOOD
1	Small Round table			GOOD
1	Small end table			GOOD

**Parties involved:**
**FROM** (Transferor Department): Commissioner, Pet One
**Transferor - Elected Official/Department Head/**
**Authorized Staff:**
**Contact Person:**
Mary Clark

Print Name

Mary Clark

Signature

7/8/10

Date

Mary Clark

Print Name

(512) 244-8610

Phone Number

**TO** (Transferee Department/Auction/Trade-in/Donor): Donor / Warehouse
**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	blue desk chair			GOOD

### Parties involved:

FROM (Transferor Department): Commissioner, Pct 1

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Print Name

Print Name

Signature

Date Phone Number

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

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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