

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
 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	wooden desk			

Parties involved:

FROM (Transferor Department): Auction

Transferor - Elected Official/Department Head/

Authorized Staff: [Signature]

Contact Person:

Print Name

[Signature]

Print Name

7-16-10 943-3314

Signature

Date Phone Number

943-1362

TO (Transferee Department/Auction/Trade-in/Donee): Corrections - Records - Gerry Moore

Transferee - Elected Official/Department Head/

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

Contact Person:

L.C. Marshall, Chief Deputy

Print Name

[Signature]

Print Name

7-20-10

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 bet ween 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#	Condition of Assets (Working, Non-Working, Unknown)
1	GBC Streetmaster	MOD# RSX128		Non-Working
				Non-Working
				Non-Working
				Non-Working
				Non-Working
				Non-Working
				Non-Working
				Non-Working

Parties involved:

FROM (Transferor Department): 570 - Correction Inventory

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

L.C. Marshall

Print Name

[Handwritten Signature]

Signature

Date _____

Contact Person:

Kathleen Pokluda

Print Name

X1407

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

Phone Number

Date _____

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 \$ _____

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 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

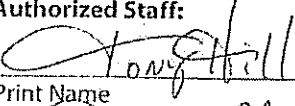
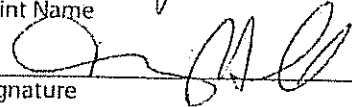
Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	small wooden file cab.			
1	small wooden book case			

Parties involved:

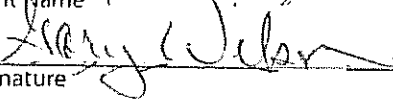
FROM (Transferor Department): Auction

Transferor - Elected Official/Department Head/
Authorized Staff:

<p> Print Name <u>Tony Hill</u></p> <p> Signature</p>	<p>Contact Person: <u>Tony Hill</u> Print Name</p> <p><u>7-16-10</u> <u>943-3314</u> Date Phone Number</p>
--	--

TO (Transferee Department/Auction/Trade-In/Donee): 509 - FACILITIES MAINTENANCE

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

<p><u>GARY WILSON</u> Print Name</p> <p> Signature</p>	<p>Contact Person:</p> <p>Print Name</p> <p><u>7-23-10</u> Date</p> <p>Phone Number</p>
---	---

* 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 _____