

FrmAudASC.F01 revision 6/24/09

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
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)
3	Washing Machines			Non-Working
4	Tables			Non-Working
1	Basketball goal			Non-Working

Parties Involved:

FROM (Transferor Department): Juvenile ServicesTransferor - Elected Official/Department Head/
Authorized Staff:

Contact Person:

Allen Bijou

Allen Bijou

Print Name

Print Name

Signature

Date 9/27/10
Phone Number 943-3273TO (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.)

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

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 ☐ 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 w/ credenza			

Parties involved:FROM (Transferor Department): Auction

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Print Name

Print Name

Signature

Date Phone Number

TO (Transferee Department/Auction/Trade-in/Donor): Adult Probation

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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At

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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	three piece desk			
1	small file cabinet			
1	5ft. table			

Parties involved:FROM (Transferor Department): Auction

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Print Name

Print Name

Signature

Date

Phone Number

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

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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☒ 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)
96	Inmate Mattress Covers	n/a	n/a	Non-Working
3	Inmate Green Suicide Smocks	n/a	n/a	Non-Working
12	Plastic Inmate Trays with Lids	n/a	n/a	Non-Working
50	Inmate Brown Trays	n/a	n/a	Non-Working
		n/a	n/a	Non-Working

Parties involved:FROM (Transferor Department): Corrections
**Transferor - Elected Official/Department Head/
Authorized Staff:**
Contact Person:L.C. Marshall

Print Name

Kathleen Pokluda

Print Name

Signature

Date 8/14/07 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

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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)
140	Inmate Uniform Tops (assorted colors)	n/a	n/a	Non-Working
298	Inmate Uniform Pants (assorted colors)	n/a	n/a	Non-Working
150	Inmate White Towels	n/a	n/a	Non-Working
71	Inmate Gray Blankets	n/a	n/a	Non-Working
56	Inmate White Blankets	n/a	n/a	Non-Working

Parties involved:**FROM** (Transferor Department): Corrections
**Transferor - Elected Official/Department Head/
Authorized Staff:**
L.C. Marshall

Print Name

[Signature]

Signature

Contact Person:Kathleen Pokluda

Print Name

x 1407

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

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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)
6	Filing Cabinets	n/a	n/a	Non-Working
2	Gray Shelving Units	n/a	n/a	Non-Working
1	Blue Shelving Unit	n/a	n/a	Non-Working
1	Brother Printer/Scanner Model#MFC-210C	n/a	n/a	Non-Working
1	HP Laser Jet 4250/4350 Paper Feeder (white)	n/a	n/a	Non-Working

Parties involved:FROM (Transferor Department): Corrections**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**L.C. Marshall

Print Name

Kathleen Pokluda

Print Name

Signature

Date x 1407 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

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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)
5	Stove Hood Filters	n/a	n/a	Non-Working
50	Miscellaneous Kitchen Equipment	n/a	n/a	Non-Working
* 1	Ping Pong Table	n/a	n/a	Non-Working
9	Desks	n/a	n/a	Non-Working
18	Chairs	n/a	n/a	Non-Working

Parties involved:
FROM (Transferor Department): Corrections / * Inmate Trust
Transferor - Elected Official/Department Head/
Authorized Staff:
L.C. Marshall

Print Name

Signature

Contact Person:
Kathleen Pokluda

Print Name

X1407

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.)

Print Name

Signature

Date

Print Name

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	Orion TV Model#TV1334A	n/a	n/a	Non-Working
* 2	Sharp TV's Model#25R-S100	n/a	n/a	Non-Working
* 1	FridgePro(Refrigerator) Model#BC-128	n/a	n/a	Non-Working
* 1	Dynex TV Model#BH2004D	n/a	n/a	Non-Working
10	Kitchen Juice Coolers	n/a	n/a	Non-Working

Parties involved:
FROM (Transferor Department): Corrections / * Inmate Trust
Transferor - Elected Official/Department Head/**Authorized Staff:****Contact Person:**L.C. Marshall

Print Name

Kathleen Pokluda

Print Name

[Signature]

Signature

8/14/07

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

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MEMORANDUM

Williamson County Sheriff's Office *Corrections*

TO: Captain K. Pokluda
FROM: Lt. Chris Watts
DATE: 07/16/10
SUBJECT: Asset Destruction or for Auction

The following Assets are for Destruction:

62 Inmate Brown and Tan food trays
428 Inmate Uniforms (Tops and Pants)
77 Inmate Blankets (White and Gray)
150 Inmate Towels
96 Inmate Mattresses Covers
3 Inmate Suicide Smocks

The above items have been ripped, torn and are non-repairable. The inmate trays are cracked and do not hold the temperature of the food correctly.

The following Assets are for Auction:

4 Televisions
6 Filing Cabinets
2 Gray Shelving Units
1 Blue Shelving Unit
1 Brother Printer/Scanner
1 HP Laser Jet Paper Feeder
1 Refrigerator
10 Kitchen Juice Coolers
5 Stove Hood Filters
50 Pieces of Miscellaneous Equipment
1 Ping Pong Table
9 Desks
18 Chairs

The Televisions work but the buttons have been destroyed. The filing cabinets drawers are dented to the point that the drawers will not open. The Brother Printer is not scanning but it will print. The refrigerator does not keep items cold enough. The coolers are either cracked and the latches do not work.

The ping pong table has a crack running down the middle. The desks are missing drawers and some of the drawers are dented to the point they will not open. The chairs are ripped, torn and missing some wheels.

The cost of the repair exceeds the value of the above items.

Williamson County

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 ☐ DESTRUCTION due to Public Health / Safety
☒ 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	HP Printer C4089A (yr1999) (was used by HR - Ruby)	JPDD043303	N/A	Non-Working
1	Brother Fax 2440C (was used by VA)	U61086D5F879130	N/A	Non-Working
1	RCA 36" TV F36648 (was used in Narcotics Division)	031633513	N/A	Working
3	Ketch-All Animal Catch poles (broken cable)	barcode # 00041, 00044, 00047	N/A	Non-Working

Parties involved:

FROM (Transferor Department): 560 - Law Enforcement

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

LC Marshall

Paul Swisher 7/21/10

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

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Forward to County Auditor's Office

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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)
	2nd page lists items for auction....			

Parties involved:
FROM (Transferor Department): 570 Corrections

Transferor - Elected Official/Department Head/
Authorized Staff:

L.C. Marshall

Print Name

Signature

Contact Person:

Tammy Hill #12015 7.21.10

Print Name

+1 (512) 943-1324

Date Phone Number

9 Boxes

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:

[illegible]

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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)
3	TAN/WOOD CHAIRS			WORKING NOT NEEDED
1	TOSHIBA VCR	SER# 64575892		NOT WORKING
1	GRAY ROLLING CHAIR			WORKING (NOT NEEDED)
2	BLUE CHAIRS (BROKEN)			NON-WORKING

Parties involved:**FROM** (Transferor Department): WCSO/Lott Training
**Transferor - Elected Official/Department Head/
Authorized Staff:**
Contact Person:

Chief Deputy LC "Tony" Marshall

Sgt. Derrick Dutton

Print Name

Print Name

Signature

Date

943-1320

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

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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, Unknown)
1	Refrigerator, small 5 cu. ft. U-Line m/n 65	s/n 65-64337	A103726	Working
1	Literature organiger, wall hanging, 11 slot			Working
1	Literature organizer, 24 slots, wood grain w/ cardboard shelves			Working
				Working

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

Gary Wilson

Print Name

Signature

Contact Person:

James Whetston

Print Name

943-1599

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

Signature

Print Name

Date Phone Number

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The John Deere Gator being transferred on the attached page was originally sent to Auction and approved in Commissioner's Court on June 29, 2010. It is now being requested that it be transferred out of Auction to the Sheriff's Office.



Williamson County

Vehicle Status Change Form

To be completed by **department** releasing vehicle:

1) Identify Vehicle:				
Vehicle Identification Number		Department		Door Number
W006X4D037829		Parks & Rec		7520
License Plate Number	Year	Make	Model	Color
N/A	2004	John Deere	Gator	Green
2) Reason for Status Change:				
<input type="checkbox"/> Accident				
Attach: 1. A Damage to County Property Incident Report				
2. The Official Accident Report				
3. A Vehicle Insurance / Litigation Release Form				
<input type="checkbox"/> High Mileage: List actual mileage _____				
<input type="checkbox"/> Not mechanically sound _____				
<input type="checkbox"/> Other: Explain _____				
3) Elected Official/Department Head/Authorized Staff				
Print	Signature		Date	
Jim Rogers	Jim Rogers		8-2-2010	

To be completed by **Fleet**: Forward to Fleet Services Manager - Mike Fox

1) Method of Status Change: This vehicle is to be considered for: (Select one)		
<input type="radio"/> SALVAGE for parts / SALE at the earliest auction based on Fleet's recommendation	<input checked="" type="radio"/> TRANSFER between county departments	
<input type="radio"/> TRADE-IN for new assets of same general type for the county	Comments: _____	
<input type="radio"/> SALE to a government entity / civil or charitable organization in the county at fair market value	Receiving Department: <u>Sheriff's Office</u>	
<input type="radio"/> OTHER _____	Elected Official/Department Head/Authorized Staff or Donee Representative: _____	
	Print Name: <u>James Wilson</u>	
	Signature and Date: <u>James R. Wilson 8-2-10</u>	
	Contact Name and Number: <u>Sgt Brinkmann 512-943-1323</u>	
2) <input type="checkbox"/> Vehicle Marked for Auction and moved to Auction Yard		
<input type="checkbox"/> Forward forms and reports to County Auditor's Office		
Print	Signature	Date
Mike Fox	Mike Fox	8-3-10