

# Williamson County

## Asset Status Change 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	GE microwave oven			working, paint chipping
1	Epson Perfection 1660 Photo Scanner	W13Y4A28210049		inside working

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

Print Name

Michelle McMin

Print Name

Signature

Julie M. Kiley

Date

x 31562

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.)

**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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Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Dell/Latitude/D820 Lap top computer w/ carry case	C273DB1	C01203	Working
1	Dell/Inspiron Lap top with case and docking station	TW-011859-12961-19L-3189 1K5QW01	C00620	Working

**Parties involved:**

**FROM** (Transferor Department): JUSTICE OF THE PEACE PCT. ONE (451)

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

Dain Johnson

Bonnie Sims

Print Name

Print Name

Signature

Date 8/17/10 Phone Number 244-8691

**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:**

Tony Hill/Auction

Tony Hill

Print Name

Print Name

Signature

Date 943- 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)
15	Smith Victor Stage Light Kit w/ carrying case (from Crime Scene)	A80 lights and S5 stands	N/A	Working
1	Agilent Defibrillator	Heartstream FR2 serial # 0402060220	BC# 02153	Non-Working
1	Dell Inspiron Laptops (no boot sector on hard disk)	8200 Svc Tag # 6GY6721	C01567	Non-Working
1	Dell Inspiron Laptops	8200 Svc Tag # G9TX421	C00506	Working
1	Dell Inspiron Laptops	8100 Svc Tag # C9YB611	N/A	Working

**Parties involved:**

**FROM** (Transferor Department): 560 Law Enforcement and Crime Scene

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

LC Marshall

Print Name

Signature

**Contact Person:**

Paul Swisher

Print Name

+1 (512) 943-1349

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	small refrigerator (not cooling properly)	Sanyo SR 3.7	n/a	Working
1	Office swivel chair (seat broken)	n/a	n/a	Non-Working

**Parties involved:**

FROM (Transferor Department): 570 Corrections

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

L.C. Marshall

Print Name



Signature

**Contact Person:**

Tammy Hill

Print Name

+1 (512) 943-1324

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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**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 AV Cart			Working
2	office chairs			Non-Working
3	fabric covered side chairs			Working
1	wooden chair			Working

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

Print Name

Print Name

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	cubicle panel			Working
2	oak colored wooden desk			Working
1	oak colored credenza			Working
1	oak colored hutch			Working
1	oak colored tv cabinet			Non-Working

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

Print Name

Print Name

Signature

Date Phone Number

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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)
	see attached list			

**Parties involved:****FROM** (Transferor Department): 368<sup>th</sup> District Court**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**Donna cornellMona Rumbo

Print Name

Print Name

Donna Cornell x31368x 31286

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

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Dell Dimension 4800	5PPVZ41	C00652
Dell Monitor	CN-0CC352-64180-713-0QXL	
Keyboard		
Mouse		
Computer Speakers		
Surge Protector		
Misc wires/cords		
Rolodex		
Stackable Plastic Desk Trays		
Plastic File Sorter		
Panasonic KX-E708 Typewriter	5EM02A36209	A102227



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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)
13	jury chairs - beige			
27	rolling chairs - beige			
3	chairs - beige			

**Parties involved:**FROM (Transferor Department): 395<sup>th</sup> District Court**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**GLEND A POULOSGlenda Poulos

Print Name

Print Name

Glenda Poulosx 31395

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:**

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**Asset List:**

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1	Casio DR-210 HD adding machine	Q2017044		non-working

**Parties involved:****FROM** (Transferor Department): Auditor's Office**Transferor - Elected Official/Department Head/****Authorized Staff:**

Julie Kiley

Print Name

Julie Kiley

Signature

**Contact Person:**

Michelle McMinr

Print Name

x31562

Date Phone Number

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