

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	Ultrium LTC tape drive	YN1210216416		Non-Working

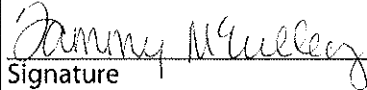
Parties involved:**FROM** (Transferor Department): ITS**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Tammy McCulley

Tammy McCulley

Print Name

Print Name



October 6, 2010

+1 (512) 943-1455

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

* 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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 ☐ TRADE-IN for new assets of similar type for the county
 ☒ DESTRUCTION due to Public Health / Safety
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 ☐ DONATION to a non-county entity

Asset List:

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1	mouse	H0Z05411		Non-Working

Parties involved:
FROM (Transferor Department): Auditor's Office

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

Julie Kiley

Print Name

Signature

Contact Person:

Michelle McMinn

Print Name

+1 (512) 943-1562

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

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18	Hanging Folder Frames legal-size	Oxford #94432		

Parties involved:FROM (Transferor Department): Elections

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Kay Eastes

Print Name

Kay Sparkman / Robert Koschade

Print Name

Kay Eastes

Signature

10-11-10

Date

943-1156

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:

Tammy McCulley

Print Name

Tammy McCulley

Print Name

Tammy McCulley

Signature

10/11/10

Date

943-1455

Phone Number

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1	HP Deskjet 950C printer	MY0501COPD		non-working

Parties involved:**FROM** (Transferor Department): Elections**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**Kay Eastes

Print Name

Kay Sparkman/Robert Koschade

Print Name

Kay Eastes

Signature

10-11-10

Date

943-1156

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

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